



Cooperative Agreement  
Between  
Council on International Educational Exchange  
and  
Charles University

In an effort to promote better understanding between the peoples of the United States of America and the Czech Republic, and to further the goals of international educational exchange, the Council on International Educational Exchange (hereafter known as CIEE) and Charles University (hereafter known as CU) agree to the following:

1. CU will organize an educational program at CU for students from colleges and universities affiliated with a consortium administered by CIEE. Both CIEE and CU agree that every effort will be made to provide the best possible educational program for the students.

Specific elements of the program include:

1. CU will provide a program of minimum of 10-12 area studies courses which will be offered in the English language. The actual number of courses each semester will be based on the number of students in the program. The subject of these courses will be negotiated periodically between CIEE and CU. Instruction of the Czech language (4 credit hours) will be offered every semester by CU. Czech language teachers will be assigned or appointed with the approval of the CIEE resident director. Students will normally choose 4 area studies courses in addition to the Czech language course. CU is not responsible for fees and credits for any independent study beyond the agreed program.
2. CU will provide instructors and classrooms for all courses.
3. CU will make every effort to structure the program so that the CIEE students may contact and interact with the CU student community if they so wish.
4. Students participating in the program will be selected by CIEE in accordance with requirements agreed upon by CIEE and CU.
5. The program will be offered in both the fall and spring semester for each academic year. The exact dates each year will be determined in consultations between CIEE and CU. CIEE will notify CU of the courses chosen by the students as well as the number of students in each course no later than one

- month before the beginning of the semester. CU reserves the right to cancel any of the course if the minimum number of students is less than five.
6. CU will agree to accept up to 50 students each semester beginning in the 1994 fall semester. CIEE will notify CU of the total number of students registered for the program no later than June 15 for the following fall semester and December 15 for the following spring semester. CU reserves the right to cancel the program if there are fewer than five students registered for a semester.
  7. CIEE will provide a Resident Director for the program who will be responsible for liaison with CU and for assisting students with academic and personal matters. CU will provide an office in which the CIEE Resident Director can confer with students and perform other duties. CU will assist the CIEE Resident Director in finding appropriate accommodations.
  8. CU will name a representative from its faculty/administration to act as liaison with the CIEE Resident Director.
  9. Each semester CU will arrange a two-week orientation/intensive Czech language program prior to the 14-week academic program at CU in Prague.
  10. CU will provide accommodations for all CIEE students in the program in student residences with preferably no more than two students per room. Unless otherwise agreed to in advance every semester CU will arrange for Czech/Slovak students to share rooms with CIEE students in the student residences at no additional cost to CIEE.
  11. In consultation with the CIEE Resident Director, CU will arrange and cover all costs for two cultural events in Prague, as well as two overnight excursions or an equivalent of 4 full-day excursions in Bohemia and Moravia.
  12. CIEE will provide its students with health and accident insurance coverage. In addition, CU will provide the students with services normally available to CU students, including student medical services at the student's own expense except for urgent cases, student identity cards, access to library facilities, student activities and other appropriate CU services and activities. CU is not responsible for providing students with medical insurance, insurance against theft, or any kind of insurance.
  13. CU will assist CIEE as necessary in obtaining the appropriate visas for the students and for the Resident Director.

14. CIEE will reimburse CU for its services on the basis of fees periodically negotiated between the two parties. Payment will be made in U.S. dollars through bank transfer. For each semester, 50% of the total amount due will be paid 30 days before the arrival of the CIEE group and the remaining 50% will be due 30 days after group's arrival. If a student withdraws from the program during the semester for reasons of serious illness or emergency requiring the student to return home, a refund will be made. The amount refunded will be determined individually on the basis of costs recoverable by CU at the time of the withdrawal. No refunds will be made in case of withdrawal for reasons other than those specified except when the student withdraws within 30 days before the arrival of the group. In this case, CU will refund to CIEE the student's fees already paid minus a 10% administrative charge.
  15. Students enrolled at CU are legally subject to the Czech laws and are expected to abide by CU regulations in the same manner as local students.
  16. In cases not stipulated in this agreement, both parties will proceed in accordance with standing Czech laws and regulations.
  17. CIEE and CU agree that this Cooperative Agreement will be in effect until written notification of cancellation or amendment is received by either party at least six months in advance of start of the semester concerned.
  18. This Cooperative Agreement is executed in English and in Czech with both texts being equally valid.
- II. A list of the CU comprehensive fees is attached to this agreement. The fees are provisional and revised periodically. With regard to changes in fees, CU agrees to notify CIEE in writing at least six months before the start of the semester covered.

  
For the Council on International  
Educational Exchange

21 November 1994  
Date

  
For Charles University

28 November 1994  
Date

**AMENDMENT: COMPREHENSIVE PROGRAM FEES (PER STUDENT):**  
**(valid from January 1, 1995)**

1. Czech intensive/Orientation Program (2 weeks): 350 US \$

Comprehensive fee including:

accommodation, full board, instruction, remedial sessions (optional),  
course materials, transport\*, overhead

\*Transport by bus from the airport to the accommodation facilities  
and from there to the CU student residences in Prague.

Payable to: Bank account No. [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

2. Academic Program 1995 (14 weeks) 2.420 US \$  
Academic Program 1996 (14 weeks) 2.662 US \$

Comprehensive fee including:

accommodation (bed & breakfast), instruction (incl. exam fees and counseling)  
office, excursions, overhead.\*\*

\*\*Including among others: Resident Director's office space, classrooms and operational  
costs, xeroxed materials, telecommunications charges, CU liaison services, CU facilities  
access and student services, administration overhead

Payable to: Bank account No: [REDACTED]  
[REDACTED]  
[REDACTED]