



Agreement concerning Quality Assurance and Enhancement Review Visit

between

Academy of Arts, Architecture and Design in Prague
namesti Jana Palacha 80, 116 93 Praha 1, Czech Republic
IBAN: CZ1401000000195599810247
BIC: KOMBCZPP
Bank Address: Komerčni banka, Na Prikope 33, 114 07 Praha 1, Czech Republic

and

Stichting EQ-Arts - Enhancing Quality in the Arts
Beulingstraat 8, 1017 BA Amsterdam, The Netherlands
Chamber of Commerce Amsterdam: 63775751
IBAN: NL97 INGB 0007 0456 15
BIC: INGBNL2A
NG Bank, Rokin 90, 1012 KX Amsterdam, The Netherlands,
in the name of Stichting EQ-Arts

Drawn up in Amsterdam, April 2017

EQ-Arts, represented by Professor John Butler (CEO), agrees to conduct an Institutional and Programme specific evaluation of Academy of Arts, Architecture and Design in Prague (UMPRUM). An international team of trained and experienced experts will carry out a review of the institution and one programme involving two visits in 2018. The Institutional/Programme-Review process will involve 3 visits. The first Preparatory Visit involves Professor John Butler (CEO) and Robert Baker (Chair EQ-Arts Board) to agree the programme, dates, the process, panel membership and documents required. The second visit, the Preliminary Visit will be carried out by the panel of experts and lasts 3 days. The principle objectives of this visit are to understand the objectives of the institution, the national review process and the policies and strategies in place in the Academy. The final Main Visit by the panel - also 3 days - has the objective to test the institutions objectives against experiences of the panel as informed by the staff, students, alumni and employers. The main visit will also involve the Programme discipline review. In the final session of the Main Visit an oral feedback by the panel will be presented to the institution. This will form the basis for the final report, which the institutions will receive within six weeks after the final meeting. The final report will be a critical evaluation of the QA&E strategies, policies and implementation, and contains recommendations and identified areas of good practice. The report is confidential and can be used by the institution for its own purposes.

Academy of Arts, Architecture and Design in Prague, represented by Professor Jindrich Smetana, Rector, agrees to cover the costs of above mentioned services as outlined below and agrees to transfer 50% of the estimated total amount to the EQ-Arts accounts upon receipt of an invoice and before the Preparatory Visit. The remaining amount is subject to a final calculation on the basis of actual travel and accommodation costs. The Academy also agrees to support subsistence during all days of both visits (by providing lunches and coffee breaks for the panel).

To realise the review as outlined above the Academy agrees to supply the expert team with the necessary documentation (Self Evaluation Report and annexes as agreed during the briefing visit) in time and with English translation.

The Academy also agrees to provide professional English translation in case English is not sufficiently spoken and understood by participants in the review visit meetings.

The Academy will compose a team that takes ownership of the process and secures the sound preparation of all documents and the broad participation of all institutional stakeholders. This team will have a spokesperson to liaise with the EQ-Arts liaison person Sally Mometti.

Agreed cost estimation

Expenditure for a review and evaluation visit		
Travel and accommodation estimate and subsistence *based on rates set by European Commission for Czech Republic ** estimate	<u>Preparatory visit (7 June 2017):</u> Travels two persons Hotel two persons 1 night Subsistence 40 euro, 2 persons <u>Preliminary visit (February 2018):</u> Travel 4 international experts x 300 euro average and travel Czech student Hotel 5 experts x 119 euro x 3 nights Subsistence 24 euro x 3 days + 1 travel day x 16 euro x 5 experts <u>Main visit (April 2018):</u> Travel 4 international experts x 300 euro average and travel Czech student Hotel 5 experts x 119 euro x 3 nights Subsistence 24 euro x 3 days + 1 travel day x 16 euro x 5 experts	600 EUR** 194 EUR* 80 EUR* 1.200 EUR 1.785 EUR* 440 EUR* 1.200 EUR 1.785 EUR* 440 EUR*
Total estimate travel, accommodation and subsistence, subject to re-calculation for 2 nd payment		7.724 EUR
Expert Fees	This includes all the work of: 4 international experts, 1 student, CEO and General Manager Report writing	8.000 EUR
Sub-total		15.724 EUR
EQ-Arts Agency fee		12.500 EUR

Total to be paid by member institution		28.224 EUR
50% first instalment before preparatory visit of 7 June 2017		14.000 EUR

Non-performance and Force Majeur

Each contracting party commits to remind the other party about its obligations in case the other party is not complying with an obligation arising from this agreement, and to ensure that this reminder is received by the other party.

If one month after receiving the reminder no steps have been taken by the other party in order to comply with its obligations, each contracting party can terminate the agreement, unless the failure is due to circumstances under which international law recognises the concept of force majeure.

Academy has the right to stop the procedure at any time. In case of withdrawal by the Academy, all costs incurred will be paid by the Academy.

Responsible body	Task/activity	Date/period (may be modified upon joint agreement)
UMPRUM	Signing of the agreement	Before 8 May 2017
UMPRUM and EQ-Arts	Preparatory meeting in Prague	7 June 2017
EQ-Arts	Composition of the Review Team	June-August 2017
UMPRUM	Preparation of the Self-Evaluation Report and documentation	Between the signature of the agreement and 1 December 2017
UMPRUM	Submission of the draft Self-Evaluation Report and documentation to EQ-Arts	1 December 2017
EQ-Arts	Checking the SER and documents and giving feedback to the institution on any further requirements	8 December 2018
UMPRUM	Submission of the final SER and documentation	22 December 2018

UMPRUM	Practical organisation of the review visit: - Production of the schedule (in cooperation with the Chair of the Review Team) - Organisation of lunches, dinners, coffee breaks	December-January 2018
Preliminary Visit of Review Team to UMPRUM		19-21 February 2018 (to be confirmed)
UMPRUM	Preparation of the additional documents for the main visit	After 21 February 2018
UMPRUM	Submission of the additional documents	26 March 2018
Main Visit of Review Team to UMPRUM		16-18 April 2018 (to be confirmed)
EQ-Arts	Submission of the draft report to UMPRUM for factual comments	28 May 2018
UMPRUM	Submission of factual comments on the draft report to EQ-Arts	11 June 2018
EQ-Arts	Submission of the final report	29 June 2018
UMPRUM and EQ-Arts	Follow-up procedure (optional)	2019-2020

Professor Jindrich Smetana
Academy of Arts, Architecture and Design in Prague
Prague, Czech Republic, 5 May 2017

Professor John Butler
EQ-Arts

Amsterdam, The Netherlands, 16 May 2017