

## **2024 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 (hereafter referred to as "FHS"), Pátkova 2137/5, Prague 8, 182 00, IČ 00216208, DIČ CZ24697478 and Academic Travel Abroad Inc., (hereafter referred to as "ATA") Palackého 721/3, Praha 1, 110 00, IČ 24697478, DIČ CZ24697478. 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 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, if needed. 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. Certify official 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 support CET students so they are able to 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). Coordinate with CET's representatives to resolve unforeseen problems.
8. Co-operate with CET in promoting the CET Prague program at FHS.

#### **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.

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.

#### **2024 Program Dates**

Spring	January 17 – May 16
Fall	August 22 - December 19

### **B. Enrollment**

CET will notify FHS of the number of applicants immediately after the application deadline, and FHS will prepare enrollment documents within 7 days.

CET will notify FHS of the final number and list of students with all of the necessary details for each term 7 days prior to Program start dates at the latest.

### **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. No later than ten business days following receipt of this information, FHS will process the necessary forms for each student.

### **D. Transcripts**

In the name of FHS, Charles University, FHS will certify 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 FHS 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 and Public Transport Documents**

CET will submit a list of student names, birthdays, places of birth, nationalities, and addresses to FHS so that FHS may enter the students' information into their database. All CET students are eligible to receive Charles University student identification cards if needed. FHS will certify public transport documents, to be provided by CET.

**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 and dates of birth, 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. The CET staff's responsibility in case of misconduct or any caused damages by any students enrolled by CET is limited to taking disciplinary action against any offending student and working with FHS and the involved student to resolve the issue.

**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 CET Prague programs in cooperation with FHS. In addition to these programs, CET occasionally operates short term academic programs in Prague from one week to 4 months in duration. Students on these programs receive academic credit at their home institution. While doing academic work in Prague, students listed as FHS students can have full access to resources such as archives, National Library, or Jewish Museum Library.

Short term Programs extending 90 days require visa. Such are hereafter called "Long" short-term programs.

**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 an administration fee of \$117.00 per group. CET anticipates about three groups of short programs per year. FHS will invoice CET for this after the program starts. The billing information is the same as are the branch details specified above in the heading of the Memorandum.

Administration fee - "Long" short-term programs

<u>Students per program</u>	<u>Price per group</u>
1 – 14 students:	\$2632.5
15 – 19 students:	\$3802.5
20 – 24 students:	\$4972.5
25 – 29 students:	\$6142.5
30+ students:	\$7312.5

**B. FHS's Responsibilities**

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

For "Long" short-term programs FHS will provide enrollment letter to enable such students to apply for Czech student visa.

FHS will invoice CET for this fee after the beginning of the CET semester together with fee for direct enrolled electives at FHS. The billing information is: Academic Travel Abroad, Inc., Id. No. 521098438, with its registered office at 1155 Connecticut Ave NW, Suite 300, Washington, DC 20036.

**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 CET Prague program:

Spring & fall semesters (16 weeks):

<u>Students per semester</u>	<u>Price per group</u>
1 – 14 students:	\$4972.5
15 – 19 students:	\$7312.5
20 – 24 students:	\$9652.5
25 – 29 students:	\$12343.5
30+ students:	\$14917.5

FHS will invoice CET for this fee after the beginning of the CET semester together with fee for direct enrolled electives at FHS. The billing information is: Academic Travel Abroad, Inc., Id. No. 521098438, with its registered office at 1155 Connecticut Ave NW, Suite 300, Washington, DC 20036.

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.

All amounts payable to FHS under this Agreement shall be paid to: KB Praha 1, Account Number: 27-1842600277/0100, IBAN: CZ86 0100 0000 2718 4260 0277, SWIFT (BIC): KOMBCZPPXXX.

**B. FHS English-Language Electives**

With CET's approval, every student will have the right to enroll in English-language elective courses at FHS. CET agrees to pay FHS an additional fee in the amount of \$351 for each student enrolled in an FHS course.

**C. Computer and Library Access**

CET students can use the FHS computer facilities, 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.

**D. Library use**

CET students will be granted access to CU libraries to aid them in their academic research. FHS will assist CET to provide CET students with access.

**E. CET E-mail**

FHS provides the Director of Prague Programs with e-mail addresses that s/he may use throughout the term of this contract. Currently, the address is CETCES@fhs.cuni.cz.

**F. 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, 2024 and ending on December 31, 2024.
- 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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Věra Sokolová  
Dean, FHS  
Charles University

Date: 19.3.2024

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Jiří Bukovinský  
Director of Prague Programs  
CET Academic Programs

Date: 27.3.2024