

ANNUAL CONTRACT with YEARLY ADDENDUM

Between

The College of William and Mary in Virginia

registered office at P.O. Box 8795, Williamsburg, Virginia 23185-8795, USA

represented by its Vice Provost for International Affairs, Director of the

Reves Center for International Studies

Dr. Stephen E. Hanson

And

Charles University in Prague, Faculty of Arts

registered office at nám. Jana Palacha 2, 116 38 Praha 1, Czech Republic, ID 00216208

represented by its Dean doc. Mirjam Friedová, Ph.D.

UNDERSTANDING the value of cross-cultural, cross-national and cross-disciplinary collaboration for global education in a rapidly changing world;

DESIRING to train students for positions of global leadership and responsibility; and

WISHING to promote faculty research and scholarship;

Charles University in Prague, Faculty of Arts, Czech Republic (CUFA) and the College of William & Mary in Virginia, U.S.A. (W&M) agree to the following academic partnership agreement (hereinafter referred to as the "Agreement").

The College of William and Mary and Charles University in Prague, Faculty of Arts have entered into an Agreement in order to establish a partnership between the institutions that would enable Charles University in Prague, Faculty of Arts to host up to 40 students and one faculty member during the College of William and Mary's summer program in Prague.

The purpose of this Annual Contract is to outline the responsibilities of both institutions toward the goal of planning and implementing William and Mary's Summer Program at Charles University in Prague, Faculty of Arts.

Responsibilities:

Charles University in Prague, Faculty of Arts will be responsible for:

Providing academic facilities (classrooms, computer laboratory, internet facilities, etc.), administrative support, and classroom materials for the duration of the program.

Assigning academic instructors and scheduling rooms and course times for an intro-level Czech language course (6 hours per week, 4 days per week, for 2 weeks), and for two to three other courses (6 hours per course per week, 2-3 class meetings per week, for 5 weeks) to be agreed upon by CUFA and W&M.

Making arrangements for orientation-related program excursions in coordination with the W&M Program Director as defined in the Yearly Addendum.

In cases when W&M sends 20 or more students, CUFA will also provide a local assistant to the group. The local assistant will:

- assist with orientation and cultural activities, including local information about the university and general vicinity, Czech culture, gender roles, safety, and cultural differences,
- facilitate interaction with Czech peers (if possible),
- arrange for the acquisition of cell phones for students once the W&M Program Director arrives (the W&M Program Director will arrange for payment),
- along with the W&M Program Director, aid students when issues arise during the program, such as doctor's visits,
- assist on excursions as requested (assistant's accommodations and some meals will be covered by W&M),
- provide additional support to the W&M Program Director with logistical and other support as needed.

Charles University in Prague, Faculty of Arts will be responsible for providing the following for all participating students:

Pick-up at Vaclav Havel (PRG) airport on date of program arrival (set out in the Yearly Addendum);

Student Housing in dormitories that include breakfast Monday through Friday. CUFA will be responsible for placing W&M students in safe, clean, and secure living environments conducive for academic study and cultural assimilation. The dormitory should be within reasonable distance (within about 30 minutes and accessible by public transportation) from the building where

classes are held. The dormitory is to be available for the duration of the program. Upon request, CUFA will also provide a resident assistant (or director) in the dormitory who will act as a point of contact in the event of an emergency throughout the program.

Transport passes for Prague for W&M students during the program.

Charles University in Prague, Faculty of Arts will be responsible for providing the following for the W&M faculty director:

Logistical support including airport pick-up and drop-off, transport pass for Prague, arranging the orientation program, and welcome and farewell dinners;

Classroom space for W&M faculty director's course;

Charles University in Prague, Faculty of Arts will:

Consult with the W&M faculty director on a regular basis to assess academic, logistical, and any other aspects of the program deemed necessary to ensure the program's success;

Based on the information provided by W&M, provide cost estimates and specific information about courses no later than October 15;

Hire and pay local faculty to teach the academic component of the program and assign administrative staff to ensure the effective management of responsibilities listed above.

The College of William and Mary will:

Select a W&M faculty member to lead the program;

Provide academic advising and manage all administrative/curricular issues related to academics;

Provide all necessary information needed for completing the preliminary budget by October 10;

Approve cost estimates for the following summer no later than November 15;

Update CUFA regarding preliminary student numbers for the summer by April 1;

Provide final student information as needed by CUFA no later than 30 days before the program start date;

Secure medical insurance for all program participants;

Respond to all emergency and crisis management issues;

Pay CUFA a mutually agreed upon fee (determined each November in the Yearly Addendum) for services rendered.

Fee Structure:

For the above services, W&M agrees to pay CUFA the sum agreed upon in the Yearly Addendum, adjusted for actual enrollments. A deposit invoice of 40% of estimated costs will be billed to W&M 70 days prior to the program start date, with payment sent 30 days after receipt of the deposit invoice (40 days prior to the program start date). Invoice for the final payment will be sent 30 days after the program ends, and payment will be remitted 30 days after receipt of the final invoice. Students will be responsible for their travel expenses to and from Prague and two

meals per day, as well as incidental expenses.

Refunds and Cancellations

After the yearly addendum has been signed, W&M will cover the cost of any commitments made by CUFA on behalf of the program, including dormitory and classroom space cancellation fees and instructor contract cancellation fees.

Force Majeure

A party to this agreement shall not have any liability or be deemed to be in breach of this agreement for any delays or failures in performance of this agreement which results from circumstances beyond the reasonable control of that party provided that it shall promptly notify the other party in writing when such circumstances cause a delay or failure and when they cease to do so.

Choice of Law/Venue

Czech law, and rules and regulations issued pursuant thereto, shall be applied in the interpretation, execution, and enforcement of this Agreement. Any provision included or incorporated herein by reference which conflicts with said laws, rules, and regulations shall be null and void. Any provision incorporated herein by reference which purports to negate this or any other provision in whole or in part shall not be valid or enforceable or available in any action at law, whether by way of complaint, defense, or otherwise. Any provision rendered null and void by the operation of this provision shall not invalidate the remainder of this Agreement, to the extent capable of execution. Venue for any legal proceeding arising from this Agreement shall be in Prague, Czech Republic.

Contract Validity and Termination

The Annual Contract is valid on the date of signing. The Yearly Addendum will be subject to an annual review and revision by both institutions, to be finalized and signed by both parties by December 15 of each year. Any changes to or termination of this Contract and Yearly Addendum must be mutually agreed upon and stated in writing.

For the College of William and Mary

For Charles University in Prague, Faculty of Arts

Williamsburg 19 MAY, 2015

Prague, A. G. 2015

Dr. Stephen E. Hanson
Vice Provost for International Affairs,
Director of the Reves Center
for International Studies

doc. Mirjam Friedová, Ph.D.
Dean, Charles University in Prague, Faculty of Arts