

The Contract for participation in the language and specialized Czech preparatory course for an accredited studying programme of MIAS CTU in Prague in the academic year 2021 / 2022

1. CONTRACTING PARTIES

Czech Technical University in Prague, Masaryk Institute of Advanced Studies
Address: Kolejní 2637/2a, 160 00 Prague 6, Czech Republic
Legal entity ID: 68407700
Represented by: prof. PhDr. Vladimíra Dvořáková, CSc., Director
(hereinafter "MIAS")

and

Name of the participant:

Date of birth:

Nationality:

Passport No:

(hereinafter participant)

valid till:

2. SUBJECT OF THE CONTRACT

1. The subject of this Contract is a training provided in the frames of the linguistic preparatory course of Czech language (hereinafter "CZ PREP course") intended for the students who want to take entrance exams for one of the accredited study programmes at the Czech Technical University in Prague.
2. The CZ PREP course consists of classes of Czech language, Czech culture, facultative specialized courses, and organized trips and excursions.
3. The course consists of 700 classes which are divided into two semesters with the intensity of 20/25 x 45 min a week.

3. CONDITIONS OF ACCEPTANCE, APPLICATION AND DEADLINES

1. To be considered for the acceptance to the CZ PREP course, applicants must have completed full secondary/high school education. The applicant will proof the secondary/high school education by sending a scanned copy of appropriate certificate officially translated to English or Czech language.
2. The applicant will download and fill an application form which is available online at the official website of MIAS and send it together with a signed copy of this Contract, a scanned copy of passport and a document according to the section 3 article 1 of this contract by e-mail to muvs-international@cvut.cz.

3. The deadline for completing all these steps is 30 April 2021. Applicants are strongly encouraged to perform these steps as soon as possible to allow the MIAS administration to process the applications on an ongoing basis.
4. Upon receipt of the above documents, MIAS will provide the participant with her /his registration number and payment instructions. The deadline for paying the one-year tuition is 31 May 2021.
5. Upon receipt of the course fee payment to the bank account, MIAS will confirm the receipt by email and send to the participant by e-mail an acceptance confirmation letter and signed and stamped copy of the Contract.
6. The participant should inform MIAS about the agreed date of the visit to the Czech Embassy for submitting the visa application at least two weeks in advance. MIAS will send an original of acceptance confirmation letter to the Czech Embassy by the specified date.
7. The participant should arrange health insurance at UNIQA insurance company (UNIQA pojišťovna, a.s.) according to the information provided by MIAS for the whole period of planned stay in the Czech Republic and send documents confirming this fact on request of MIAS by email to muvs-international@cvut.cz.
8. The participant should arrange accommodation for the whole period of planned stay in the Czech Republic and send documents confirming this fact on request of MIAS by email to muvs-international@cvut.cz. The participant can book accommodation in the CTU student dormitories at the official website of the CTU.

4. REGISTRATION IN THE PREPARATORY COURSE

1. The participant is obliged to inform MIAS about obtaining / failing to obtain the student visa to the Czech Republic not later than 3 working days after receipt of the official announcement.
2. The participant must come in person at MIAS International Office in two weeks preceding the beginning of the respective Preparatory Course in order to register in the course. The exact place and time will be published on the MIAS official website and specified in the acceptance letter.
3. The participant who cannot attend the registration at the designated time due to serious reasons must inform the MIAS International Office by sending an e-mail to muvs-international@cvut.cz or by sending a post letter to the address above. For such participant, another registration date will be arranged individually.
4. If the participant will not register to the course and will fail to inform the MIAS International Office, MIAS will inform the Ministry of the Interior of the Czech Republic without delay which will in its turn cancel the validity of the visa.
5. If the participant is unable to register by October 15, 2021, she / he cannot start the study.

5. FEE PAYMENTS

1. Total price of CZ PREP course (two semesters) is 99 000 CZK. The one-year course fee must be paid no later than on 31 May 2021.
2. The course fee is non-refundable, except for serious circumstances that prevent the admitted participant from registration (such as failure to obtain the visa to the Czech

Republic). In such case, the participant shall submit a request and supporting evidence to the Director of MIAS who then decides about returning the fee.

3. The course fee does NOT cover accommodation, food, transportation, medical insurance, or other personal expenses.
4. All payments should be made by wire transfer. All transaction fees and charges associated with the payment shall be borne by the participant.
5. The participant should transfer the money to the following account. Instructions for international payments must be applied so that MIAS receives the full amount. As a payment identification code, the participant shall state the registration number received from MIAS.

Account No.: 115-840890237/0100
IBAN: CZ6001000001150840890237
SWIFT: KOMBCZPPXXX

Account holder:
Masarykův ústav vyšších studií ČVUT v Praze
Kolejní 2637/2a, 160 00
Prague 6, Czech Republic

Bank name and address:
Komerční banka, a.s.
Jugoslávských partyzánů 677/12, 160 00
Prague 6, Czech Republic

6. RIGHTS AND OBLIGATIONS OF THE CONTRACTUAL PARTIES

1. MIAS shall provide training in accordance with the studying plan and shall facilitate to the participant of CZ PREP courses possibility to take part in this training. The training shall be carried out in accordance with the studying timetable. The participant of the course who will successfully pass final test will be given a document (certificate) of completion of the preparatory course.
2. The participant shall duly and timely fulfil the payment conditions of this contract. At the same time the participant is obliged to fulfil all studying tasks in the frames of CZ PREP courses during its whole duration, attend lessons in accordance with the timetable of MIAS, disclose in written form to MIAS any change in the processed personal data mentioned in the Contract as well as changes of any other facts related to the subject and purpose of this Contract.
3. If the participant of the course will not properly participate in tuition, she / he will be expelled from the preparatory course. At least 80 % attendance is considered as a proper participation. In case of health problems or other exceptionally serious reasons, supported by medical or other conclusive reports, larger absence in tuition can be tolerated. Tuition attendance check will be first performed at the end of October and then at the end of every month.
4. By the present Contract, the participant gives MIAS her / his agreement with processing and storage of the personal data presented in the application form for the needs and purposes related of the course, including the rights resulting from the Contract.
5. The participant is obliged to disclose to the Department for Asylum and Migration Policy of the Ministry of the Interior and MIAS all changes related to her / his residence in the Czech Republic within the period of 3 days.

7. TERMINATION OF CONTRACTUAL RELATIONS

1. Contractual Relations terminate on completion of the course in one of the following ways:
 - a. Regular graduation from the preparatory course.
 - b. By means of written sign-off from the course provided by the participant. The date of termination of the study is the date of receipt of the written sign-off form by MIAS.
 - c. By written agreement between the Parties on termination/pause of the study on proposal from MIAS, the date of termination/pause of the study is the date of signature of such agreement by the contractual Parties.
 - d. By expulsion of the participant which MIAS has the right to put to force in case of major violation of studying or other rules and provisions of MIAS, if the situation is not resolved otherwise. The date of termination of the study is the date of receipt of the resolution on expulsion by the participant. The paid fees will not be returned to the participant in this case.
2. If the participant pays the fee for participation in the preparatory course in accordance with the section 5 of the Contract and then terminates the study in the course on the basis of her / his own decision, there is no possibility to claim back the fee.
3. In case of complications of the state of health and other extraordinary important issues which have emerged in the run of the course and are documentarily proved by medical or other official report, and in case such reasons will disallow the participant to take part in the training in the long-term perspective, the fee might be partially returned. The amount of returned fee will be determined on the bases of individual assessment of the case by the director of MIAS.

8. FINAL PROVISIONS

1. The contract for participation in the course will come into force on the day of signature of the contract by both parties, i.e., after successful payment of the determined payments by the participant and issuing of acceptance confirmation letter by MIAS.
2. The contract can be changed only by means of written addendums signed by each party.
3. This contract is prepared in two (2) copies.
4. This contract, legal relations resulting from it, and provisions related to it are concluded on the basis of the legal regulations of the Czech Republic.
5. The participant proclaim that she / he is fully qualified for legal actions, that she / he has read this contract carefully before signing it, and that it was concluded after the mutual negotiations and agreement on the basis of their free and true will with definiteness, serious intentions and comprehensibly, and by no means in distress, under pressure and on explicitly disadvantageous conditions, which is confirmed by their own signatures.

In Prague

In

Date

Date

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Director of Masaryk Institute of Advanced Studies

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Participant of the course

prof. PhDr. Vladimíra Dvořáková, CSc.