

The Contract for participation in the language and specialized English 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 the training provided in the frames of the linguistic preparatory course of English language (hereinafter "EN PREP course") intended for the students who want to take entrance exams for one of the accredited study programmes at MIAS.
2. The EN PREP course consists of classes of English language, Mathematics, and facultative specialized courses selected from degree study programmes.
3. The course consists of 560 classes divided into two semesters with the intensity of 20 x 45 min a week.

3. CONDITIONS OF ACCEPTANCE, APPLICATION AND DEADLINES

1. To be considered for the acceptance to the EN 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. In addition, to be considered for the acceptance to the EN PREP course, the applicant must have the knowledge of English at B1 level (according to CEFR) which will be verified during online interview.
3. 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, with the scanned copy of passport and with the documents according to the section 3 article 1 of this contract by e-mail to muvs-international@cvut.cz. The deadline for completing 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. The interview should be conducted within two weeks after sending an application form. During the interview, the applicant must prove her / his knowledge of English language at B1 level. The structure of performance, grammar, vocabulary, pronunciation, and fluency in English will be evaluated. The applicant needs to score at least 7,5 points out of 12. The applicant should also show her / his interests in studying at MIAS CTU.
5. 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.
6. 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.
7. 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.
8. 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.
9. 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 EN PREP course (two semesters) is 79 000 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 EN PREP courses possibility to take part in this training. The training shall be carried out in accordance with the studying timetable. The participants of the course who will successfully pass final test will be given a document (certificate) of completion of the preparatory course.
2. Passing the final tests from English and Mathematics will allow the participant to have the admissions tests for the bachelor's degree programme forgiven. The participant needs to get at least 60 % from each subject.
3. Successful completion of facultative specialized courses selected from degree programmes will be recognized in further study in degree programmes at MIAS CTU.
4. 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 EN 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.
5. If the participant of the course will not properly participate in tuition, he/she 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 performed at the end of October and then at the end of every month.

6. By the present Contract, the participant gives MIAS his/her 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.
7. 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 his/her 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 section 5 of the Contract and then pauses the study in the course on the basis of his/her 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. The contract will come into effect after the successful payment of the determined payments by the participant and by the registration of the participant to the preparatory course.
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 were concluded on the basis of the legal regulations of the Czech Republic.
5. The participants proclaim that they are fully qualified for legal actions, that they have 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

In

Date

Date

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Director of Masaryk Institute of Advanced Studies

.....
Participant of the course

prof. PhDr. Vladimíra Dvořáková, CSc.