

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 2024/2025

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: valid till:
(hereinafter Participant)

2. SUBJECT OF THE CONTRACT

1. The subject of this Contract is the 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 MIAS.
2. The CZ PREP course consists of classes of Czech language, Czech culture, Mathematics, 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 prove the secondary/high school education by sending the scanned copy of appropriate certificate including the transcript of records translated to English/Czech language.
2. The applicant must fill in an online application form which is available on the official website of MIAS. Filled in and signed a copy of this Contract must be sent together with the scanned copy of passport and with motivation letter and with the documents according to the paragraph 3, article 1 of this contract to muvs-czechprepcourse@cvut.cz.

3. The applicant must pay administrative fee (100 EUR/2.400 CZK) to the bank account of MIAS (see section 6) once she/he receives confirmation of successful delivery of the application form together with assigned registration number. The administrative fee is not refundable.
4. The deadline for completing all these steps is 30th April 2024. 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. 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 participants of the course who will successfully pass final test will be given a document (certificate) of the completion of the preparatory course.
 - 1.a) If there will be the one and only world pandemic situation when the student is not to be in Prague at the beginning of the academic year, MIAS is forced to move CZ PREP course to online education. And for the necessary time. The CZ PREP course will start by synchronous online teaching, i.e. the lector will meet with the participants virtually at a specified time, using video conferencing tools. Online education has the full character of a full-time form of study. The participant is obliged to prepare for classes and elaborate all work within deadlines given by the lectors. In the case that student fails to fulfill the work it is a severe breach of the conditions of the studies.
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, 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.
4. 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.
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 his/her residence in the Czech Republic within the period of 3 days.

5. COURSE TUITION AND OTHER ARRANGEMENTS

1. Total price of CZ PREP course (two semesters) is 4.150 EUR (99.000 CZK). The course tuition must be paid for the whole year and no later than 30th April 2024.
2. Upon receipt of the course tuition payment to the bank account, MIAS will confirm the receipt by email and send to the participant an official Letter of acceptance.

3. The participant will be asked to arrange accommodation and health insurance for the whole period of the planned stay in the Czech Republic (by VZP <https://cizinci.pvzp.cz>). As soon as the applicant receives confirmation of approval of the visa from the embassy, the applicant is obliged to send the completed and signed Statutory Declaration together with a copy of the insurance contract within 3 days by e-mail to muvs-czechprepcourse@cvut.cz.
4. Participants can book their accommodation in the CTU student dormitories at the official website of the CTU (<https://www.suz.cvut.cz/en>).
5. After confirming the payment and crediting the amount to the MIAS account and receiving the document on booking the accommodation, MIAS administration will send the following documents to the applicant via DHL:
 - a. an acceptance confirmation letter for the Czech Embassy in the participant's country, and
 - b. one signed and stamped copy of the Contract,
 - c. one signed and stamped copy of the accommodation Contact (Agreement to Enter into a Future Agreement) if you book accommodation from SUZ dorm
6. The first shipment is on MIAS. Additional shipments are priced according to the current DHL rates.
7. The further information about registration into the PREP course and about the beginning of studies at MIAS the participants will received on beginning of September.

6. FEE AND TUITION PAYMENTS AND REFUNDABLE PROCESS

1. The administrative fee is non-refundable.
2. The course tuition 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 a case, the participant shall submit a request and supporting evidence to the Director of MIAS who then decides about returning the tuition.
 - 2.a) Due to online education, the tuition will be refundable in proportion to attendance and performance of their course obligations. All this applies only in the case of a serious circumstance that prevents the admitted participant from registration (such as failure to obtain the visa to the Czech Republic). In such a case, the participant shall submit a request and supporting evidence to the Director of MIAS who then decides about returning of amount of the tuition.
3. If the participant pays the tuition 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 tuition fee.
4. 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 tuition might be partially returned. The amount of returned tuition will be determined on the bases of individual assessment of the case by the director of MIAS.
5. The course tuition fee does NOT cover accommodation, food, transportation, medical insurance, or other personal expenses.
6. All payments should be made by wire transfer. All transaction fees and charges associated with the payment shall be borne by the participant.
7. All payments must be in EUR.

8. Payments by wire transfers: Transfer the money to the following account. Always use the instructions for international payments so that MIAS receives the full amount.

Account holder:
MIAS CVUT
Kolejní 2637/2a
160 00 Prague 6
Czech Republic

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

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

7. 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 on receipt of the official announcement.
2. Participants must come in person at MIAS Institute of Lifelong Learning during two weeks preceding the beginning of the respective CZ PREP course in order to register into the course. The exact place and time will be published on the MIAS public web page and specified in the acceptance letter or by email on the begging of September.
3. Participants who cannot attend the registration at the designated time due to serious reasons must inform the MIAS Institute of Lifelong Learning by sending an e-mail to muvs-czechprepcourse@cvut.cz. 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 Institute of Lifelong Learning, MIAS will inform the Ministry of the Interior of the Czech Republic without delay about the termination of your studies in our Czech Prep Course. Your tuition fee will not be refunded in this case.
5. If the participant is unable to register by 20th September 2024, he/she cannot start the study. MIAS will inform the Ministry of the Interior of the Czech Republic without delay about the termination of your studies in our Czech Prep Course.

8. 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.

9. FINAL PROVISIONS

1. The contract for participation in the CZ PREP 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
prof. PhDr. Vladimíra Dvořáková, CSc.

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Participant of the CZ PREP course