

CO-OPERATION AGREEMENT

on services related to enrolment of foreign students to studies
at the Faculty of Health Sciences, Palacký University Olomouc
(hereinafter referred to as the “Agreement”)

THIS AGREEMENT is made between:

Palacký University Olomouc

Faculty: Faculty of Health and Sciences,

(in Czech “*Fakulta zdravotnických věd Univerzity Palackého v Olomouci*”)

an institution of higher education organized and existing under the laws of the Czech Republic,
with its registered office at Křížkovského 511/8, 779 00 Olomouc
with residing address of Faculty at Hněvotínská 976/3, 775 15 Olomouc,
company identification number: 619 89 592,
tax identification number: CZ 619 89 592,
bank account: [REDACTED]
account number: [REDACTED]
SWIFT code [REDACTED]

duly represented by Mgr. Jiří Vévoda, Ph.D.,
dean of the Faculty of Health Sciences, Palacký University Olomouc,

(hereinafter referred to as the “Faculty”)

AND

Monika Bourderioux, Parcours Médecin
4 rue Vaïsse, 69006 Lyon 6

a company organized and existing under the laws of France
with its registered office at Lyon
company identification number: 827 936 436
tax identification number: 20183360139494
registered in the Commercial Register administered by INSEE

duly represented by [REDACTED]

(hereinafter referred to as the “Agency”)

(the Faculty and the Agency collectively referred to as the “Parties” and individually also as a
“Party”).

WHEREAS:

(A) The Faculty of Health Sciences is part of Palacký University Olomouc that is an established
higher education institution ranking highly in QS World University Ranking.

- (B) The Faculty is accredited by the Ministry of Education, Youth and Sports of the Czech Republic to provide 4 year Physiotherapy study programme conducted in English language, resulting in conferment of the Czech academic title Bc. (Bachelors' degree)
- (C) The Faculty has found that the inclusion of qualified foreign students provides tangible benefits to the student body, the Faculty, and the local population;
- (D) The Agency is an experienced entity dedicated to providing complex recruitment services for highly qualified and strongly motivated foreign students, *inter alia.*, arranging for entrance exams, assistance with completion and submission of applications, and relocating accepted students to countries of destination;

NOW THEREFORE, the Parties agree as follows:

1. SUBJECT MATTER OF THE AGREEMENT

- 1.1. The Agency shall promote the Faculty and, on a regular basis, endeavour to find qualified potential students and provide any assistance necessary for them to participate in the English Study Programme of Physiotherapy. The Agency shall participate in the process of entry examinations and provide further guidance to students as stipulated hereunder in this Agreement.
- 1.2. The Faculty shall provide the Agency with assistance necessary to carry out its obligations hereunder and pay to the Agency fees stipulated hereunder in this Agreement.
- 1.3. The Parties shall not be limited in co-operation with other agencies and education institutions.

2. RIGHTS AND OBLIGATIONS OF THE AGENCY

- 2.1. The Agency shall make efforts to find and address potential students interested in studying in the English Study Programme of Physiotherapy who have potential to be qualified for entrance examinations of the English study programme. Such students shall be presented by the Agency with all important information and documents necessary for participating in the English Study Programme conducted by the Faculty in the Czech Republic. In particular, the following documents and information shall be considered as important:
 - Qualification requirements;
 - Entrance examination fees policy;
 - Tuition fees policy;
 - The Study and Examinations Code of Palacký University Olomouc;

- Deans Guideline to the Study and Examinations Code applied at the Faculty;
- A Sample study contract to be concluded between the Faculty and the student governing the rights and obligations related to studying in the respective English Study Programme (hereinafter referred to as “**Study Contract**”);
- Information on possibilities of housing for students admitted by the Faculty.

2.2. The Agency shall provide the Faculty with electronic copies of presentation materials prepared by the Agency in connection with the English Study Programme and notify the Faculty of all Internet and other presentations (such as web pages) used by the Agency for the promotion of the Faculty and the English Study Programme. The Agency shall consider suggestions submitted by the Faculty as regards the form or the content of such presentations. Should the Faculty inform the Agency in writing or by e-mail that the presentations or materials contain false, inaccurate, incomplete or misleading information about the Faculty and/or the English Study Programme, the Agency is obliged to correct such information.

2.3. The Agency shall verify documentation provided by potential students (in particular, secondary school graduation certificates, health status and vaccination acknowledgements etc.), interview and pre-evaluate potential students as regards their compliance with the qualification criteria set forth by the Faculty (see Article 4.2 hereof). The Agency is responsible for proper review of the fulfilment of the qualification criteria by potential students.

2.4. The Agency shall, at its sole discretion, estimate when the number of qualified potential students who have requested to take an entrance examination for study at the English Study Programme (hereinafter referred to as “**Qualified Applicants**”) is sufficient to request the Faculty for its participation at the entrance examinations. In such a case, the Agency shall:

- (i) provide the Faculty with the details regarding Qualified Applicants together with all supporting documents in electronic copies. All the documents shall be in English language unless otherwise requested by the Faculty; and propose to the Faculty at least two different dates and times for the entrance examination with reasonable time limits. The entrance exam for the English Study Programme for the next academic year can be taken no later than June 30th (upon discretion, this date can be moved to August 30th).

2.5. Upon agreement on the entrance examination date and time, the Agency shall make all arrangements necessary for conducting the entrance examinations with the assistance of authorized personnel of the Faculty. The entrance examinations shall be held at the place of the Agency’s registered seat (as of the date of execution of this Agreement) or at

any other place agreed by the Parties. The Agency bears all costs related to the entrance examinations. Upon prior written agreement of the Parties, the entrance examinations may be conducted in the premises of the Faculty in Olomouc, Czech Republic and, in such a case, the Faculty shall not be entitled to require the Agency to pay any rent related to the usage of premises.

- 2.6. The Faculty shall notify the Agency about the results of the entrance examinations with identification of students accepted for study to the respective English Study Programme on the basis of entrance examinations (hereinafter referred to as “Accepted Applicants”). Acceptance and enrolment to the respective English Study Programme may be subjected to fulfilment of other conditions, especially execution of the Study Contract and payment of the tuition fees. The Agency acknowledges that the Faculty’s decision is based upon its sole discretion. The Agency shall communicate the results of the Faculty’s decision to Accepted Applicants and Qualified Applicants who were not accepted for study by the Faculty, unless they were told directly by the Faculty. The Agency shall provide the Accepted Applicants with all information received from the Faculty related to enrolment and study in the respective English Study Programme and requirements which the Accepted Applicants must fulfil in order to be enrolled.
- 2.7. The Agency shall mediate negotiations of the Study Contract with Accepted Applicants for the respective English Study Programme if requested by the Accepted Applicant or by the Faculty.
- 2.8. The Agency shall as part of its services provide the Accepted Applicants with guidance on the actual process of relocating to the Czech Republic, housing and on other requirements related to the studies at the Faculty.
- 2.9. The Agency shall provide the same services to potential students and Qualified Applicants redirected to the Agency by the Faculty (see Article 3.5 hereof).

3. RIGHTS AND OBLIGATIONS OF THE FACULTY

- 3.1. The Faculty shall guarantee due accreditation of the English Study Programme, adequately qualified teaching staff, portfolio of English language books and study materials available for purchase at Faculty facilities, adequate laboratory facilities and sufficient equipment for students of the English Study Programme. The Faculty guarantees that the level of educational standards in English Study Programme are equivalent to the respective study programmes provided by the Faculty in the Czech language. The Faculty will issue the academic title - Bachelor (Bc.) to all students who successfully complete their studies at the Faculty.

- 3.2. The Faculty shall provide the Agency with all information relevant to and presentation materials (brochures, pamphlets etc., if applicable) regarding the English Study Programme, if requested by the Agency.
- 3.3. The Faculty shall determine the extent and the method of administration of the entrance examinations and prepare the examination test forms. Nevertheless, the same level of difficulty of entrance examination shall be guaranteed for all applicants in any one academic year. The entrance examinations conducted in English include a written test in somatology (human biology) and natural science, and an interview in English, testing students' communication skills.
- 3.4. The Faculty shall guarantee admittance of all Qualified Applicants who pass the entrance examinations and sign the Study Contract to the respective English Study Programme (subject to fulfilment of other conditions stipulated in this Agreement and/or the Study Contract). The Study Contract shall, inter alia, govern the tuition and other rights and duties of the student and list their compulsory medical examinations and vaccinations.
- 3.5. The Faculty shall be entitled, but not obliged, to redirect any potential student or Qualified Applicant who contacts the Faculty prior to establishing any relationship with the Agency directly to the Agency. In this case, the Agency has a right for the respective fees under Article 5.2 hereof.

4. DECLARATIONS OF THE FACULTY

- 4.1. The Faculty hereby authorizes the Agency to promote the Faculty and advertise English Study Programme while maintaining the highest standards of ethics and honesty, being careful at all times to present the proper image of the Faculty and the English Study Programme.
- 4.2. The Faculty hereby declares the following qualification requirement for applicants to be valid as of the signing of this Agreement:
 - (i) Presentation of official secondary school graduation certificates in English language. The Faculty shall be provided with a copy of graduation certificates of all Accepted Students either in electronic or paper form no later than August 31st of the respective calendar year. Accepted Students shall present original graduation certificates to the Faculty at the official enrolment to the respective English Study Programme;

- (ii) The Agency shall notify the Faculty about the types of secondary education applicable to potential students and the Faculty has the right to refuse to recognize a specific notified education as fulfilling the requirements for eligible secondary education;
 - (iii) Compliance with mandatory health status and vaccination requirements for foreign students studying and residing in the Czech Republic. Furthermore, the applicants must comply with all health requirements as communicated by the Faculty to the Agency;
 - (iv) Compliance with other mandatory requirements set forth by the legislation and authorities in the Czech Republic and the European Union or by internal directives of the Faculty or Palacký University Olomouc.
- 4.3. The Faculty hereby declares the single entrance examination fee of CZK 690 for processing applications and testing Qualified Applicants to be valid as of the date of execution of the Agreement by the Parties.
- 4.4. The Faculty hereby declares the following tuition fees policies to be valid as of the date of execution of the Agreement by the Parties:
- (i) Tuition fees are EUR 8 000 p.a. and shall remain constant during the regular study term.
 - (ii) The tuition fees shall be paid by the student directly to the Faculty no later than September 20th of the respective academic year (i.e. as of the start of the respective academic year) unless agreed otherwise in the Study Contract;
 - (iii) The Faculty shall be entitled to charge a contractual penalty for late payment of tuition fees, temporarily suspend the student from the respective English Study Programme, refuse to issue the transcript and, in exceptional cases, to terminate the studies of the student;
 - (iv) Extra tuition fees shall be charged for prolongation of the standard study term for reasons not caused by the Faculty (for example, prolonged illness, failure to pass examinations etc.);
 - (v) Detailed tuition fees policies shall be specified in the Study Contract for the respective English Study Programme and internal directives of the Faculty.
- 4.5. The Faculty shall be entitled to update any information under Articles 4.2 to 4.4 hereof by a notice to the Agency. For the avoidance of doubts, this includes the possibility to change the amounts of yearly tuition fees for the English Study Programme for new students.
- 4.6. International students who study at the Faculty are bound to follow the applicable Study and Examinations Code of Palacký University Olomouc and Deans Guideline to the Study and Examinations Code applied at the Faculty. During their stay in the Czech Republic, international students are subject to the laws of the Czech Republic and the European Union.

4.7. The Faculty is prepared to secure housing for accepted students. The rent is not part of the tuition fee and conditions of such student housing shall be agreed separately between the Halls of Residence of Palacký University Olomouc and the Accepted Applicant.

5. PAYMENT CONDITIONS

5.1. The Agency shall bear all costs related to the subject matter of the Agreement, the related services and the obligations set forth by this Agreement, and reimburse personnel of the Faculty authorized to conduct the entrance examinations for reasonable travel and accommodation expenses.

5.2. The Agency shall be entitled to a payment of an agency fee for the first ten Accepted Applicant who enrolled to the respective English Study Programme through the Agency consisting of 10% (in case of students redirected to the Agency by the Faculty under Article 3.5 hereof, 7%) and for each additional student Applicant who enrolled to the respective English Study Programme through the Agency consisting of 15% (in case of students redirected to the Agency by the Faculty under Article 3.5 hereof, 12%) of the tuition fee for the first year of the respective English Study Programme, provided that the Accepted Applicant made such payment. The agency fee is payable within 60 calendar days after the respective Accepted Applicant made the payment of their tuition fee for the first year, unless agreed in writing otherwise by the Parties. The Agency is not entitled to receive any other fees, payments, reimbursement or damages from the Faculty under or in connection with this Agreement or the English Study Programme.

5.3. The Agency shall be entitled to collect fees for its services from potential students at its sole discretion.

5.4. Single entrance examination fees shall be collected from Qualified Applicants before attending the entrance examination by the authorized personnel of the Faculty or, upon prior agreement of the Parties, by the Agency on behalf of the Faculty. In the latter case, the Agency shall transfer collected entrance examination fees to the Faculty within 30 calendar days from the respective entrance examination date or the Faculty may set off such fees against the payment to the Agency under Article 5.2 hereof.

5.5. Detailed terms of payment shall be agreed by the Parties.

6. TERMS AND TERMINATION OF THE AGREEMENT

- 6.1. This Agreement is concluded for an indefinite period. It becomes effective on the date when this Agreement is published in the Register of Contracts.
- 6.2. This Agreement shall expire when payments paid by the Faculty to the Agency under this Agreement reach the amount of 78.100 EUR without VAT.
- 6.3. Each Party shall be entitled to terminate this Agreement at its sole discretion with a 90 calendar day written termination notice.
- 6.4. In the event of termination under Article 6.2 hereof, neither Party shall be entitled to any termination payments, compensation or indemnification whatsoever. Nevertheless, the Parties shall agree on conclusion of any pending or unresolved financial matters regarding the Agency fees under Article 5.2 or entrance examination fees under Article 5.4 hereof arising from or in connection with this Agreement without any unreasonable delay upon reception of the termination notice.
- 6.5. In the event of termination under Article 6.2 hereof, the Faculty shall guarantee continuation of the regular course of studies for all Accepted Applicants enrolled in English Study Programme through the Agency.

7. COMMUNICATION

- 7.1. All communication between the Parties with respect to this Agreement shall be carried out electronically to the following e-mail addresses, unless this Agreement expressly requires usage of a written form or the written form is requested by any Party for the particular communication:

If to the Agency:

Monika Bourderioux, Parcours Médecin, 4 rue Vaisse, 69006 Lyon

To the attention of: [REDACTED]

E-mail: [REDACTED] or [REDACTED]

Tel. [REDACTED]

If to the Faculty:

[REDACTED]
Faculty of Health of Sciences, Palacký University Olomouc

Hněvotínská 3, 775 15 Olomouc, Czech Republic

E-mail: [REDACTED]

Tel.: [REDACTED]

- 7.2. All communication with the Faculty shall be carried out with the above person (Liaison Officer). The Faculty hereby declares that the above person (Liaison Officer) shall be responsible for communication with the Agency.
- 7.3. The Parties shall confirm the receipt of any communication if requested by the other Party. Any notice, request, demand or other communication to be given or made under this Agreement shall be deemed delivered, (i) in the case of any notice, request, demand or other communication given or made by facsimile upon receipt of the appropriate response, and (ii) by personal delivery when delivered, unless in any such case this shall be outside normal business hours (i.e. after 5 pm CET), whereupon such delivery shall be deemed to take place at the commencement of the next business day, and (iii) in the case of any notice, request, demand or other communication given or made by letter when delivered.
- 7.4. Unless otherwise agreed by the Parties in writing, written communications delivered hereunder shall be in the English language. If a Party receives illegible or incomplete documents, it shall inform the other Party of such fact without delay in the same form of communication.
- 7.5. If the contact details of either Party change in the course of the performance of this Agreement, such Party shall without any delay inform the other Party of such change and specify the new contact details. Any change of such contact details shall be binding against the other Party after it is delivered.

8. PERSONAL DATA PROTECTION

- 8.1 In connection with the implementation of this Agreement, personal data of potential students interested in studying in the English Study Programme of Physiotherapy (hereinafter referred to as “data subjects”) is transferred between the Parties within the meaning of The General Data Protection Regulation (hereinafter referred to as “the GDPR”).
- 8.2 The Agency shall collect personal data from data subjects and provide it to the Faculty. The Parties are in this case in position of joint controllers of personal data within the meaning of Article 26 of GDPR. The Agency shall inform data subjects that their personal data will be provided to the Faculty.
- 8.3 The Faculty shall provide the Agency with the results of examination together with personal data of data subjects. In this case the Agency is in the position of the processor of personal data within the meaning of GDPR and the Faculty is in the position of data controller. The scope of personal data processing corresponds to the purpose described in Article 2.6 of this Agreement and further given by the instruction of the Faculty. The rights

and obligations of the Agency as the processor and the Faculty as the controller are set out in the following provisions of this Article.

8.4 Personal data will be processed for the duration of this Agreement. Termination of this Agreement shall not extinguish the Agency's obligations regarding the security and protection of personal data until their complete destruction.

8.5 The Agency is obliged to:

a) not involve any other processor in the processing personal data under this Agreement without the prior permission of the Faculty,

b) process personal data only on the basis of documented instructions of the Faculty contained in particular in this Agreement,

c) take into account the nature of the processing of personal data and assist the Faculty in fulfilling its obligation as a data controller to respond to requests to exercise the rights of data subjects as well as to fulfil other obligations within the meaning of the GDPR,

d) ensure that the systems for automated processing of personal data are used only by authorised person who will only have access to personal data corresponding to the authorisation of these persons, on the basis of specific user authorisations established exclusively for these persons,

e) ensure that the authorised personnel process personal data only under the conditions and to the extent specified by the Faculty and in accordance with this Agreement, and that they maintain absolute confidentiality of the personal data processed, as well as of the security measures whose disclosure would compromise the security of the personal data, even after the processing of the personal data has been completed,

f) at the Faculty's request, at any time allow an inspection regarding the processing of personal data and provide the Faculty with all information necessary to prove that all obligations under the GDPR have been fulfilled,

g) take all other measures not mentioned above to protect personal data within the meaning of Article 32 of the GDPR.

8.6 In implementing this Agreement, the Parties shall:

a) put in place technical, organisational, personnel and other appropriate measures within the meaning of the GDPR to ensure and be able to demonstrate at any time that the processing of personal data is carried out in accordance with the GDPR and other relevant legislation so that, to prevent unauthorised or accidental access to alternation, destruction or loss of personal data and data storage media containing such data, unauthorised transfer, other unauthorised processing or other misuse of such data, and to review and update these measures as necessary,

b) keep each other informed of all circumstances relevant to the performance of the subject matter of this Agreement,

c) report any personal data breaches to the Data Protection Authority in a proper and timely manner and cooperate with the Data Protection Authority to the extent necessary,

d) keep each other informed of all circumstances relevant to the performance of the subject matter of this Agreement,

e) maintain confidentiality of personal data and security measures, the disclosure of which would compromise the security of personal data, even after the termination of this Agreement,

f) comply with the requirements of the GDPR and relevant laws, in particular to comply with the general principles of personal data processing, to fulfil its information obligation, not to transfer personal data to third parties without the necessary authorisation, to respect the rights of data subjects and to provide each other with the necessary cooperation in this regard.

9. MISCELLANEOUS

9.1. Each Party represents and warrants to the other Party that the execution of this Agreement has been duly authorised by all necessary corporate actions of that Party and that the persons signing this Agreement on behalf of that Party are duly authorised to do so.

9.2. This Agreement is governed by and shall be interpreted in accordance with Czech law, namely Act No. 89/2012 Coll., the Civil Code, as amended. Provisions of the Civil Code which regulate the payment of agency fees (Section 2447, Article 1, and Sections 2448 and 2450) shall not be applicable, since these rules are subject to complex regulation in this Agreement.

9.3. Any disputes arising from or in connection with the Agreement shall be definitively settled by the Czech court locally competent to the registered office of the Faculty as of the date of the execution of this Agreement.

9.4. If at any time any provision of the Agreement is or becomes invalid or unenforceable in any respect, such invalidity or unenforceability shall not affect or impair the validity or enforceability of any other provision of the Agreement. The Parties shall negotiate in good faith to replace the provision which is or becomes invalid or unenforceable by an alternative provision reflecting the Parties' original intentions.

9.5. The failure of the Faculty to exercise or delay in exercising a right or remedy provided by this Agreement does not constitute a waiver of the right or remedy or a waiver of other rights or remedies. No single or partial exercise of a right or remedy provided by this Agreement by the Faculty prevents further exercise of the right or remedy or the exercise of another right or remedy available to the Faculty.

9.6. The Agency takes note of the fact that in relation to Act No. 340/2015 Coll. on special conditions for the effectiveness of certain contracts, the publication of these contracts and the Register of Contracts, as amended, the Faculty is obliged to publish this contract

and its possible amendments in the Register of Contracts. The Agency agrees to the publishing of all details of the contractual relationship.

9.7. Any changes or amendments hereto shall be in the form of an ascending sequence of written amendments signed by both Parties, which shall become an integral part hereof.

9.8. This Agreement is executed in four (4) counterparts, two (2) of which shall belong to the Agency and two (2) of which shall belong to the Faculty, each of which is an original and which together have the same effect as if each Party had signed the same document.

The Parties, having read this Agreement, hereby confirm that its content, commitments, representations, rights and obligations correspond to their true, serious and free will and that this Agreement has been entered into after mutual negotiations. In witness thereof, the Parties attach their signatures and, acting through their duly authorized representatives, have signed this Agreement and caused this Agreement to be executed.

For and on behalf of the Faculty, Faculty of Health Sciences, Palacký University Olomouc

In Olomouc on 03-05-2022

Signature

Name

Mgr. Jiří Vévoda, Ph.D.,

Title

Dean of the Faculty of Health Sciences, Palacký University Olomouc

For and on behalf of the Agency,

In LYON on 21.4.2022

Signature

Name

Monika Bourderieux

Title