



Short-Term Programmes at Palacký University Olomouc

Terms and Conditions for Participants (Contract for the Participation in the Programme)

Participant

and

Palacký University Olomouc

ID number : 61989592

With registered office at Křížkovského 511/8,

799 00 Olomouc

represented by Mgr. Tereza Kalousková,

head of the Office of Partnership of the International Relations Division of the UP Rector's Office

1. The organizer of the short-term programme (referred to as the **organizer**) shall be the Office of Partnerships, Palacký University Olomouc, Czech Republic.
2. The participant of the short-term programme (referred to as the **participant**) applied to a short-term programme of their choice (referred to as the **programme**) by filling in the questionnaire at <https://shortterm.rapl.upol.cz/>.
3. Participant shall be obliged to, within the specified deadline of 30 April 2024, pay a tuition fee as determined in the offer of the programme at <https://shortterm.rapl.upol.cz/>.
 - a. Incomplete application shall not be accepted by the organizer.
 - b. The participant shall be responsible for the correctness of all data indicated in the application form.
 - c. Based on a completed application form, the organizer shall decide on registration in the respective programme. The organizer shall be obliged to send the participant a *Confirmation of registration* of the participant via email or letter.
 - d. After registration, the applicant shall be obliged to pay the determined fee. The applicant shall be entitled to be accepted into the programme only after the fee is transferred to the organizer's bank account above.
 - e. Within 30 days after the payment is made, the organizer shall be obliged to send the participant a *Confirmation of Acceptance* of the participant via email or letter.



4. For the purposes of obtaining a visa, the organizer shall send to the participant a *Confirmation of Acceptance/Invitation Letter* specifying the address of stay during the programme.
5. The organizer shall be obliged to provide the participant with accommodation throughout the short-term programme if the participant chose to be accommodated at the dormitory of Palacký University Olomouc and paid for it. The participant shall be obliged to observe the rules and conditions of the accommodation facility.
6. The organizer shall be obliged to arrange the programme in such extent as presented to the participant in the offer. The organizer shall be entitled to decide on the dates and times of courses, excursions, and trips.
7. A precise timetable including all courses, excursions and trips shall be published by the organizer no later than 3 weeks before the beginning of the programme.
8. The organizer reserves the right, in case of unpredictable events (e.g., lecturer's illness), to change the dates of classes. The participant shall be informed thereof without delay.
9. The participant acknowledges that the agreed timetable of the short-term programme cannot be changed unless specified otherwise by the organizer.
10. In case of an absence of the participant in the scheduled programme, the organizer shall not be obliged to provide a substitute programme.
11. For excursions and trips specified in the offer of the programme, the organizer shall arrange for supervisors who will lead such an excursion or trip. In the event that the participant is not observing any instructions given by the organizer he/she might be excluded from such an excursion or trip.
12. On the last day of the programme at the latest, the organizer shall issue to the participant a certificate of participation. In the case of successful completion of ECTS requirements, the organizer shall also specify their credit values.
13. The participant shall have travel/accident insurance and comprehensive health insurance concluded/arranged for the whole duration of the programme.
14. The participant hereby consents to personal data (GDPR) processing, namely the personal data stated in the header hereof, for the duration of 5 years from his/her signature of the **Terms and Conditions** (detailed information can be found at <https://www.upol.cz/en/university/data-protection/>) for the purpose of:
 - a. Administration purposes required by the programme.
 - b. Outreach through our *Short-term programme alumni network*.



15. The participant consents to the organizer creating photographic and audio-visual material during their participation in the programme, which can be used by the organiser both internally and externally to promote short-term programmes of the organizer in print and digital media formats.
16. Included in the tuition fee is a non-refundable administration fee of EUR 150.
17. In case of the cancelation of the physical programme by the organizer due to the Covid-19 pandemic and the like and corresponding limitations, the participant will receive reimbursed the full tuition fee, excluding the aforementioned administration fee of EUR 150.
18. In case of cancellation of this contract by the participant by a written notice delivered to the organizer within 40 days prior to the commencement of the programme, or later, the organizer shall keep the aforementioned administration fee. In addition, the organizer shall charge the following supplementary cancellation fees under the following conditions:
 - a. 39 - 30 days prior to commencement: the organizer shall keep 25% of the tuition fee of the programme after subtraction of the administrative fee,
 - b. 29 - 15 days prior to commencement: the organizer shall keep 50% of the tuition fee of the programme after subtraction of the administrative fee,
 - c. 14 - 0 days prior to commencement and during the stay: she organizer shall keep 100% of the tuition fee of the programme after subtraction of the administrative fee.