

# **Contract of Cooperation in Implementation of FEA MU Students' Practical Training**

## **I. Contracting Parties**

### **Faculty of Economics and Administration at Masaryk University (FEA MU)**

based in Lipová Street 41a, 602 00 Brno

represented by doc. Ing. Martin Svoboda, Ph.D., the Dean of the Faculty

IC (identification number): 00216224,

DIČ (tax identification number): CZ 00216224

Bank connection: KB Brno-město, account number: 85636621/0100

Contact person:

(hereafter only as the Faculty)

and

### **Organization .....**

based in .....

represented by .....

IC (identification number):

DIČ (tax identification number):

Bank connection::

(hereafter only as the provider)

## **II. The subject and purpose of the contract**

1. The subject of this contract is the provider's commitment to enabling students of the full-time study program of the Faculty to complete their practical training within the study field: .....
2. The contracting parties have agreed on organizing practical training for the purpose of improving the expertise and practical knowledge of Faculty students, under the following conditions.

## **III. Conditions of practical training implementation**

1. The training will take place in the provider's premises and facilities at the time agreed by the Faculty, provider and the student. This time will be stated in the Protocol of Student's Admission to Practical Training (hereafter as "Protocol"). An example of this Protocol is attached to this contract as enclosure number 1. The length of the performed practical training for the study program cited in par. II has to be<sup>1</sup>  
.....

---

<sup>1</sup> The length of the training is determined by a FEA employee responsible for the training subject with the given study program, with the use of conditions incorporated in the Study Catalog.

2. The training will be provided for those students who will fill out and sign the Protocol before starting the training. The Protocol can be concluded with even more students who start their training under identical conditions. The Protocol will be signed by a person responsible for the proper course of the training on behalf of the Faculty (hereafter as “guarantee”) and a person responsible for the proper course of the training on behalf of the provider (hereafter as “tutor”).
3. A labor relation can but needn’t be established between the students and the provider. The activities connected with the training completion can but needn’t result in a claim for a reward for the students.<sup>2</sup> Furthermore, the provider will provide the students with the following: .....<sup>3</sup> Issues of potential compensatory damages are resolved by provisions of applicable legal regulations.
4. Elaborating a diploma thesis, or a doctoral thesis eventually, can be a part of the practical training.

#### **IV. Faculty’s duties**

1. In accordance with the tutor, the guarantee will do the following:
  - a) he or she will guarantee processing and signing the Protocol before starting the practical training,
  - b) he or she will guarantee elaborating the schedule of the training before starting it; this can be done either separately for each student or for a group of students as a whole,
  - c) he or she will enter the assessment of the student’s approach to the training to the “Acknowledgement of Practical Training Completion”; an example of this document is attached to this contract as enclosure number 2 (hereafter as “acknowledgement”).
2. The appointed guarantee, who will be responsible for the contact between the Faculty and the provider, is the following person:  
*Name and academic titles of the subject guarantee according to the Study Catalog.*
3. The Faculty is obliged to inform the provider about any changes or circumstances that could affect the course of the practical training as well as its safety for both the parties concerned.

#### **V. Provider’s duties**

1. The provider will allow the guarantee to access the workplace where the student’s practical training takes place, and provide him with the necessary information.
2. The provider is obliged to guarantee the students completing their training such working conditions that comply with legal regulations. The provider will namely make

---

<sup>2</sup> This issue will be specified by the subject guarantee at the point of concluding the contract.

<sup>3</sup> For example: accommodation, boarding, etc. This issue will be specified by the subject guarantee at the point of concluding the contract.

the students familiar with safety regulations and regulations on health protection at work, as well as work rules and other legal regulations relating to the organization, course and scope of the practical training.

3. The appointed tutor, who will be responsible for the contact between the Faculty and the provider, is the following person:  
*(the provider will list names, academic titles, and eventually the tutor contact information).*
4. After completing the training, the tutor will fill out the acknowledgements for each student and hand them in to the guarantee. The acknowledgement signed by the tutor, guarantee and student, as well as elaborating and defending the Final Report on the Course of Training, whose example is attached to this contract as enclosure number 3, form the basis for the recognition of completing the practical training and for giving the appropriate number of credits to students by the guarantee.

## VI. Common provisions

1. The issues that are not covered by this contract adhere to law number 513/1991 Coll., the Commercial Code, as modified by later amendments.<sup>4</sup>
2. This contract has been written up in two copies, each of which has the validity of the original. One copy will be kept by the Faculty and the other by the provider. The contract can be amended only by written amendments signed by both parties.
3. The contract has been concluded for a limited time period from .... to ... (for an unlimited time period)<sup>5</sup> and comes into force and becomes effective on the day of signing it by both the parties. *(Another term can be stated based on the negotiations between the guarantee and the provider)*
4. In case of defaulting or violating the conditions stated in this contract, any contracting party is entitled to withdraw from this contract. The withdrawal from the contract has to be done in writing and its effects come into force on the day following its service to the other party.

In Brno dated:

---

the Faculty

---

the provider

Enclosures:

1. Protocol of Student's Admission to Practical Training
2. Acknowledgement of Practical Training Completion and Student's Assessment
3. Final Report on the Course of Training

---

<sup>4</sup> To be determined by the foreign partner for an international training.

<sup>5</sup> To be specified by the subject guarantee.

## Protocol of Student's Admission to Practical Training

On the basis of the Contract of Cooperation in Implementation of FEA MU Students' Practical Training, dated ....., concluded between the Faculty of Economics and Administration at Masaryk University  
and

*Provider's name and address*

(hereafter as "provider")

**agrees to admit the following student to practical training:**

**First name, last name:**.....

**Date of birth:**.....

**Address of residence:**.....

**Study program:**.....

**Training will take place on these days (from-to):**.....

**Place of exercising the training:**.....

**Tutor:**.....

The student is obliged to present to the provider a copy of his or her casualty insurance. **The student is insured with the insurance agency:** .....

**The student is obliged to** make a maximum effort to achieve the goals of the practical training. He/She is aware of his/her duty to respect orders given by the tutor and the executive personnel of the provider. He/She will refrain from any activity which could damage the provider's goodwill. If he/she comes into contact with confidential information, he/she is obliged to keep secrecy. Violating this obligation brings the danger of being expelled from the university.

The provider agrees to ensure cooperation leading to achieving the goal of the training. Within the scope of possibilities and internal rules of operating, the provider will enable the student namely to participate in cooperation with selected departments, consult employees of the organization and learn activities which the provider performs.

In Brno dated:

.....

tutor

.....

student

.....

guarantee

## **Acknowledgement of Practical Training Completion and Student's Assessment**

**Student's last name and first name:**

**Study field:**

**Protocol of Student's Admission to Practical Training dated:**

**Provider's place of business:**

**event. address of workplace where the training took place:**

**Training took place on these days:**

**Reasons and number of days of all-day absence at workplace (illness, dealing with study or private matters and so on have to be covered by extended work in full):**

**Brief description of student's working activities during training:**

**Person responsible for proper organization and fulfilling the training program:  
Tutor's first name, last name and function:**

**Assessment elaborated by:**  
**Guarantee's first name and last name:**

**(signature and stamp):**

**Dated:**

**I became familiar with the assessment on this day:**

**Student's signature:**

## **Final Report on the Course of Training**

**Student's last name and first name:**.....

**Study program:**.....

**Provider:** .....

**Training duration: from** ..... **to** ....., **i.e. number of days:**.....

**Scope of training (brief description of daily, event. complex, working program):**

**Information about provider, basic characteristics of provider, description of department where the training took place, assessment of conditions at workplace, etc.:**

**Student's own findings and suggestions for a possible improvement of the provider's activities, tips and remarks on the improvement of the course of training:**

**Assessment of the training assets for the student:**

**Date of elaborating the report:**

**Conclusion of the subject guarantee:**

**Date:**