



General Conditions of the TopSeC Project Partnership of the Faculty of Economics and Administration, Masaryk University

Valid from 1/7/2015

The aim of these conditions is to define partnership and stipulate general conditions of cooperation under the TopCeC project of the Faculty of Economics and Administration, Masaryk University (hereinafter referred to as “TopSec“ and FEA MU) with the purpose to ensure transparency of the conditions of the partnership.

Section 1

Basic Conditions of Partnership

- (1) The cooperation between the FEA MU and partners under the TopSec project is based on the objectives of higher education as stipulated by Act No. 111/1998 Coll. on Higher Education Institutions. Such partnership supports involvement of partners in enforcing the mission of higher education.
- (2) The FEA MU, constituting a part of a distinguished university, will, within its legal bounds, contribute to the improvement of the partner’s reputation among the lay public.
- (3) The partner will support the TopSeC project by providing financial resources and other means, such as their expertise and knowledge of the market – especially in the form of lectures given by prominent experts.
- (4) TopSeC is a selective project whose partners are chosen exclusively by being approached by the FEA MU, or with its consent to engage in the TopSeC project. All partners involved in the TopSeC project are equal.

Section 2

TopSeC Project Definition

- (1) Top Students Centre, or TopSeC (the acronym in Czech standing for talented, responsible, promising, trustworthy, erudite, and ambitious) is a FEA MU project aiming to enable closer cooperation between talented students and entities of the business sector in the form of specialised professional lectures and meetings with TopSeC partners. Thus, as early as their studies, students will be able to establish closer contact with the entrepreneurs who are interested. Similarly, company representatives will be allowed to recognise knowledge and skills of the best students.

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- (2) The duration of the project is two years and it is open for students in the first year of the Master's degree programme in full-time study mode, or for the seventh semester full-time study mode students.
- (3) The term of "ToPSeC Project" is used for the overall two-year cycle of the TopSeC project, while for individual semesters and years the following terms are used:
 - "ToPSeC First Year Autumn Semester"
 - "ToPSeC First Year Spring Semester"
 - "ToPSeC Second Year Autumn Semester"
 - "ToPSeC Second Year Spring Semester".

Section 3

TopSeC Project Partners

- (1) Partners always pledge to participate in the project for at least one year.
- (2) The FEA MU partners become TopSeC project partners on concluding the Contract of Partnership, under which the TopSeC project is a supported activity.
- (3) Should the number of the FEA partners interested in participating in the project exceed the number stipulated for the specific TopSeC project, the partnership will be considered on the basis of the Contract of Partnership.
- (4) As a rule, each individual TopSeC project will engage the maximum of ten "TopSeC Project Partners".

Section 4

Duties and Rights of FEA MU

- (1) The FEA MU guarantees smooth course of the overall project.
- (2) The FEA MU is responsible for the selection of students to be engaged in the ToPSeC project.
- (3) The FEA MU is responsible for the ToPSeC project website administration, and for publishing data about the ToPSeC project partners, schedules of events etc. on it.
- (4) The FEA MU submits the list of students selected to the ToPSeC project, including their short CVs and contact email addresses, to partners. Students provide consent with the submission of personal details to partners when selected for the project.
- (5) The FEA MU has the right to make the lectures organised within the ToPSeC project accessible to the FEA MU employees and students not participating in the project.
- (6) The FEA MU organises meetings between students and ToPSeC project partners, to which other partners can be invited. ToPSeC project partners always have priority in participating in these events.
- (7) Should the partner be interested, the FEA MU will participate in organising special professional and social events organised by the partner.



- (8) The FEA MU presents the TopSeC project partner in the media (internal, scientific, regional and global) when announcing important events organised under the TopSeC project.
- (9) If circumstances and capacity allow, on the basis of a separate contract for work, the FEA MU will provide partners with services comprising knowledge transfer of the FEA MU (new product or process development, innovative product business plan development, new service development, innovation management training, innovative / technological audit, product / service testing, assessment of economic impact.)

Section 5

Duties and Rights of TopSeC Project Partners

- (1) The partner pledges, if possible, to attend to the Assessment Centre responsible for the selection of suitable students for projects. Simultaneously, they pledge to consider personal data they deal with confidential, to treat it as confidential and not to misuse the data in any other way.
- (2) The partner has the right to enter into direct contact with students involved in the TopSeC project. At the same time, they pledge to use the personal data received about TopSeC students only for the period of students' involvement in the TopSeC project, and they will do so exclusively for the need of recruiting employees, assigning topics of dissertations, and providing training, internships and part-time jobs for students. Partners are forbidden to pass personal data to third parties, and on termination of students' involvement in the programme, they are obliged to shred the data.
- (3) In cooperation with the FEA MU, partners have the right to organise special professional and social events for students under the TopSeC project.
- (4) Partners have the right to propose topics for dissertation work mainly for students under the TopSeC project.
- (5) Partners have the right to participate in supervision, consultations, opponent evaluations and defences of dissertations the topics of which they proposed.
- (6) If possible, partners pledge to engage in the TopSeC teaching process in the form of lectures given by their specialists.
- (7) As circumstances allow, partners pledge to offer selected TopSeC project students part-time jobs and training.
- (8) Partners have the right to use the FEA MU and the TopSeC project logos during events they organise or co-organise in their publications and printed material relating to the project in order to enhance their public relations, and they will do so by simultaneously publishing the information of being a FEA MU TopSeC project partner.
- (9) Partners have the right to submit proposals concerning lecture activity of their own experts in the lessons at the FEA MU.
- (10) Partners have the right to propose adjustments to the FEA study programmes so that the student profile better corresponds with the market conditions.



- (11) Regarding their interest and capacity, partners engage in solving joint FEA research and development projects.

Section 7

Final Provisions

- (1) The Contract of Partnership concluded between the FEA MU and a partner provides a more detailed interpretation of the rights and duties of the parties, namely the time frame of implementing the rights and duties.

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