



Tutoring Agreement

Masaryk University, Brno (MU Brno), Faculty of Education  
Department of Social Education and Office of Multicultural Education, Faculty of Education,  
MUNI

Location: Poříčí 7, Brno 639 OO  
Represented by: doc. PhDr. Jiří Němec, PhD., děkan  
CIN: 00216224  
TIN: CZ00216224  
Bank details: Komerční banka, a.s., regionální pobočka Brno, nám. Svobody 21, 631  
31 Brno  
Bank account: 85636621/0100  
Contractual Relationships: Mgr. et Mgr. Markéta Sedláková (Course Coordinator)

(Hereinafter referred to as the “Faculty of Education”)

Tutor — Student MU:  
Student name: ..... UČO: .....  
Contact details (phone number, e-mail):  
.....

(Hereinafter referred to as the “tutor“)

and

Parent or guardian name / Organization or responsible person name:  
.....  
Name /organization:.....  
Address: .....  
Contact details (phone number, e-mail):  
.....

Child name:  
.....

Home address:  
.....

Class year and current school:  
.....

List all courses tutoring is needed for:  
.....

(Hereinafter referred as the “representative”)

are concluding the Tutoring Agreement in accordance with § 1746 S. 2 of Act No. 89/2012 Coll., the Civil Code, as amended.

### I. Object of the Agreement

1. The object of this Agreement is to ensure tutoring sessions for children from the socially disadvantaged environment by students attending the Faculty of Education.

### II. Obligations of the Agreement

1. The Faculty of Education, the tutor, and the parent or guardian agree on a location where the tutoring will take place (the home address of the child/parent/guardian or address of the Faculty of Education or other public institutions).
- .....

2. The tutor and the parent/guardian agree on the time of tutoring sessions, and they inform the Faculty of Education about the scheduled meetings.
3. The Faculty of Education is authorized to collect data obtained under the Tutoring Agreement in the database and use the data for tutoring purposes.
4. By signing this Agreement, the representative agrees that the Faculty of Education is authorized to check conditions for tutoring sessions, for example, the location – based on a visit in the family, etc.
5. The tutor and the representative exchange phone numbers and e-mails and they contact each other. If a lesson is cancelled for any reason, a rescheduled lesson must be provided.
6. The tutor and the representative are obliged to apologize in the prior notice if one of them is not available for a scheduled session. If the representative does not give any prior notice to the tutor in case his or her child cannot attend a tutoring session (no more than two times), the tutoring will end, and the tutor will be transferred to a new family.
7. The tutor keeps a record sheet which the representative is obliged to sign after each tutoring session.
8. The representative provides suitable conditions for a tutoring session (for example, a comfortable and safe learning environment). It is not allowed to smoke in the room during the sessions. The representative is responsible for his or her child in the place of the representative's address or child's address or in another location where tutoring sessions conduct, except for the location mentioned in paragraph 9 under this Article.
9. If tutoring sessions are conducted in the Faculty of Education or any public institution, the Faculty of Education is responsible for the child only for the duration of tutoring.

### III. Other Obligations

1. Each tutoring session lasts two hours once per week or one hour twice per week – this is the recommended range of lessons.
2. Tutors not living in Brno are not obliged to provide tutoring during the exam period (20<sup>th</sup> December to 10<sup>th</sup> February; 20<sup>th</sup> May to 30<sup>th</sup> April).
3. The representative will not pay for the provided tutoring.
4. In case of any damages caused during a tutoring session, the matter will be issued in accordance with the applicable law.
5. In case of any problems, the tutor or the representative may contact:

a) Mgr. et Mgr. Michaela Stejskalová, Mgr. Martina Kornherrová, Bc. Marie Sedláková, Mgr. Lenka Ďulíková (coordinators of Practice Teaching Assistant — tutoring), e-mail: [doucovaniMU@gmail.com](mailto:doucovaniMU@gmail.com)

a) Kateřina Štěpařová, a secretary, Department of Social Education – Faculty of Education MU, e-mail: [ksteparova@ped.muni.cz](mailto:ksteparova@ped.muni.cz), phone number: 549 49 5407

b) FB — Practice Teaching Assistant, Tutoring for socially disadvantaged children (a closed group) <https://www.facebook.com/groups/265634657188029/>

#### IV. Final provisions

1. This Agreement enters into force upon signature by both parties.
2. Both parties acknowledge that they have read this Agreement and understand it and agree to be bound by their terms. Both parties seriously and intelligibly declare that this Agreement reflects their valid and free will, being unencumbered by adverse and otherwise inconvenient conditions, which is confirmed by their signatures.
3. This Agreement may be amended and modified only by written amendments signed by all Parties. An amendment to this Agreement in a form other than written is hereby excluded. The exchange of e-mail or other electronic messages will not be considered a written form for this purpose.
4. The Civil Code shall govern the legal relations of the parties.
5. This Agreement shall be executed in three (3) original copies. Each party shall receive one (1) original text, all of which shall be equally valid.

Place .....

Date .....

.....  


Faculty of Education, Masaryk University  
(Mgr. et Mgr. Markéta Sedláková)

.....  
Parent / Guardian Signature

\_\_\_\_\_  
Tutor Signature