



**Institute for Postgraduate Medical Education**  
Ruská 85, 100 05 Praha 10, Czech Republic

## **AGREEMENT FOR THE PROVISION OF SERVICES AS LECTURER**

**made pursuant to Section 75 *et seq.* of Act No. 262/2006 Coll., the Labour Code, as amended (the “Czech Labour Code”)**

**Institut postgraduálního vzdělávání ve zdravotnictví  
(Institute for Postgraduate Medical Education)**

Identification no.: 00023841

Tax registration no.: CZ00023841

Registered office: Ruská 85, 100 05 Prague 10  
(the “Institute”)

and

Academic degree, first name, surname: .....

Birth registration no.: .....

Permanent residence: .....

Maiden name: .....

Citizenship: .....

Place of birth: .....

Health insurance company: .....

Bank account no.: .....

E-mail: .....

Phone: .....

(the “Lecturer”)

enter into this

## **AGREEMENT FOR THE PROVISION OF SERVICES**

The Lecturer undertakes that under this Agreement, he/she will perform educational services to be organised by the Institute.

1. Educational services under this Agreement mean:
  - providing theoretical and practical education, including the organisation of events;
  - conducting training courses.
2. The services will be provided from ..... to ..... Event no. ....  
Name .....

In the case of extraordinary events, the Parties will agree on a time schedule on an *ad hoc* basis. The scope of the Lecturer’s services will be specified in an order submitted to the Lecturer by the Institute and confirmed by the Lecturer.

3. The time envisaged to perform the services will be ..... hours.
4. Using his/her best knowledge and expertise, the Lecturer undertakes to provide the services defined in Clause 1 by either personally presenting lectures or by developing papers and presentations in electronic form, in accordance with the syllabus and the instructions given to him/her. The Lecturer undertakes to only perform the educational services defined in Clause 1, created and intended for the Institute, at the Institute’s sites and other sites specified by the Institute, where educational and other events organised by the Institute will take place.
5. The Lecturer is obliged to arrange for a qualified substitute if, for serious reasons, he/she is unable to perform the services defined in Clause 1, and is obliged to ensure that such services are performed



## Institute for Postgraduate Medical Education

Ruská 85, 100 05 Praha 10, Czech Republic

without disruption or delay in accordance with the time schedule. The Lecturer shall inform the Institute of this substitution without delay.

6. The Lecturer undertakes to prepare presentations and other materials and submit these, in PDF or other commonly used formats, to the Institute electronically. The Institute is entitled to make these materials available, in print or electronically, to the participants of a particular event as study materials. The Institute may publish the received materials, or any part thereof, in its publications provided that it observes citation ethics in accordance with the accepted standards.
7. The Institute undertakes to pay to the Lecturer, for the services performed, the remuneration amounting to CZK ..... per hour. The remuneration will be paid monthly on the usual pay date, by bank transfer to the Lecturer's account.
8. The Lecturer will duly perform the services in person, diligently and efficiently, and in accordance with the agreed conditions and the regulations governing their performance, in particular health and safety regulations. The services must be performed within the agreed time limit, failing which the Institute may withdraw from the Agreement.
9. The work will be accepted on behalf of the Institute by the responsible warrantor of the particular event.
10. The Lecturer undertakes to maintain confidentiality regarding the data, operations, procedures, events and organisational information relating to the Institute, regardless of how this information has come to the attention of the Lecturer. The duty to maintain confidentiality will also survive the termination of this Agreement. If, as a result of his/her conduct or actions, the Lecturer intentionally causes provable damage to the Institute, he/she is obliged to fully indemnify the Institute for such damage.

11. This Agreement may be terminated:

- upon an agreement between the Parties as of the date agreed between them; or
- by withdrawal.

The reasons for withdrawal from the Agreement by the Institute include (but are not limited to):

- a breach of the duty to maintain confidentiality as defined in Clause 10;
- intentional damage by the Lecturer to the Institute's assets or reputation;
- the repeated, or serious, breach of other duties that arise for the Lecturer from the Czech Labour Code and this Agreement; or
- the failure on the part of the Lecturer to complete his/her tasks under this Agreement in a due and timely manner.

A withdrawal notice must be made in writing and delivered to the other Party, otherwise it will be invalid. In the case of withdrawal from this Agreement, this Agreement terminates on the date of delivery of the withdrawal notice to the other Party to the Agreement.

12. The Lecturer agrees that the Institute may process his/her personal data, including birth registration number, and may indicate his/her birth registration number on employment-related documents.
13. Any amendments of, or additions to, this Agreement may only be made upon the mutual agreement of the Parties in writing, otherwise they will be invalid.
14. The other rights and obligations of the Lecturer and the Institute arising out of this Agreement will be governed by the Czech Labour Code.

In..... on .....

.....

Lecturer's signature

.....

Institute's signature