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Article 1

Introductory provisions

- (1) The Rector of Tomas Bata University in Zlín (hereinafter referred to as “TBU”) hereby lays down the principles for controlling newly established and existing international contacts within cooperation with foreign universities and other institutions. The aim of this Directive is to minimise the risks arising from cooperation with foreign institutions with regard to illegitimate interference in the TBU environment, which could result in disruption of the TBU’s activities or a negative impact on its reputation. The control and evaluation of international contacts is an important means of protecting TBU’s interests.
- (2) The person in charge of providing professional support, control, advice, evaluation and assistance in solving any problems is the Head of TBU International Office (hereinafter referred to as the “Person in Charge”).

Article 2

Obtaining relevant information

- (1) An employee of TBU (hereinafter referred to as the “Employee”) who intends to enter into a cooperation agreement with a foreign entity (hereinafter referred to as the “Foreign Partner”) is obliged to obtain as much relevant information as possible in relation to such cooperation before commencing or renewing such cooperation, in particular:
 - History of cooperation with the Foreign Partner, overview of previous projects and activities, results of previous cooperation.
 - Verification of accreditation, legal status of the Foreign Partner, its statutory body, name, registration number, registered office, website, etc. Google and Opencorporates (<https://opencorporates.com/>) and available academic databases (such as Web of Science) or other sources can be used for verification.
 - Verify whether the Foreign Partner is on the sanctions list of the Czech Republic and the EU. This can be verified from two sources:

- I. https://mzv.gov.cz/jnp/cz/zahranicni_vztahy/sankcni_politika/sankcni_seznam_cr/vnit_rostatni_sankcni_seznam.html
 - II. <https://www.sanctionsmap.eu/#/main>
- Information on the political and economic situation in the country in which the Foreign Partner is based or operates.

Article 3

Assessment of security risks and ethical aspects

- (1) Before signing an agreement with a Foreign Partner, the Employee shall assess the security and ethical risks that may arise in connection with cooperation with the Foreign Partner:
 - Assessment of the safeguards related to data protection, cybersecurity and intellectual property.
 - Assessment of the Foreign Partner's compliance with ethical standards, particularly in the areas of academic integrity and scientific activity.
 - Assessment of whether the cultures of TBU and the Foreign Partner are aligned in terms of fundamental principles.
- (2) Findings that are considered risky include:
 - The registered office of the Foreign Partner does not match the information specified by the Foreign Partner in official records or the registered office of the Foreign Partner is located in an unusual setting (residential house, virtual office).
 - The Foreign Partner uses multiple alternative names.
 - The website does not correspond to how the Foreign Partner presents themselves, is created using so-called WYSIWYG editors, declares that the Foreign Partner does/organises/hosts something, but no record of these activities can be found in open sources.
 - The Foreign Partner uses email addresses from free email services (e.g. Gmail, Yahoo, etc.).
 - The Foreign Partner does not seek transparency.
 - There is publicly available information about the Foreign Partner's activities that could pose a future threat to TBU's independence, reputation or other interests.
 - The Foreign Partner has an interest in influencing the content of discussions at the University (e.g. has an interest in avoiding certain topics or discussing them only in a certain way).

Article 4

Monitoring and risk assessment during the cooperation

- (1) Once the agreement has been concluded, it is important to regularly monitor and evaluate the risks during the cooperation period:
 - Carrying out regular reviews of the agreement in order to check the fulfilment of the agreed terms.
 - Monitoring of the situation in the country where the Foreign Partner is based or where the Foreign Partner operates, in particular if there are political or economic crises that could affect the cooperation.

Article 5

Procedure to be followed in case of breach of the terms of the cooperation agreement or in case of increased risk

- (1) In the event of a breach of the terms of the cooperation agreement or the identification of an increased risk, the Employee shall:
- Immediately re-evaluate the cooperation, consider the possibility of suspending or terminating the cooperation and inform his/her superior.
 - Consult with the Person in Charge and the TBU Legal Services staff about the possibility of terminating the cooperation, taking into account the legal consequences associated with the termination of the agreement and the termination of the cooperation.

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