

# PROTOCOL ON STUDENT EXCHANGE

between

**SAINT-PETERSBURG UNIVERSITY, RUSSIAN FEDERATION**

and

**POZNAN UNIVERSITY OF TECHNOLOGY, POLAND**

Federal State Budgetary Educational Institution of Higher Education «Saint-Petersburg State University» (hereinafter referred to as “Saint-Petersburg University”), duly represented by its Vice-Rector for International Affairs Sergey Andryushin, acting on the basis of proxy dated 26.12.2018 № 28-21-503, on the one part,

and

Poznan University of Technology duly represented by Professor Tomasz Łodygowski Ph.D., D.Sc., Eng., acting on the bases of the University Charta, on the other part,

hereinafter collectively referred to as Parties,

in accordance with the Framework Agreement for Cooperation concluded by the Parties on 30.10.2019 (hereinafter referred to as the “Agreement”), agreed to continue their academic cooperation and have prepared to that effect the following Protocol on Student Exchange (hereinafter referred to as the “Protocol”).

## § 1

1.1. The Parties will conduct exchange of undergraduate and graduate students for non-degree studies (*in the fields of technical courses*) in accordance with the rules and regulations set in this Protocol.

## § 2

The Parties agree to set following terms and conditions for student exchange:

2.1. The total number of exchange students per one academic year from each Party shall not exceed 4 undergraduate or graduate students for study period of one term or 2 for study period of one academic year. In the exceptional cases the exchange period can be prolonged for more than it is stipulated in this Protocol. The Parties strive to distribute the candidates for exchanges evenly throughout the academic year and keep the balance of number of exchange students from each university annually.

2.2. The home university will be responsible for the initial selection of exchange students; however, the host university reserves the right to deny admission to any candidate not meeting its general admission criteria.

2.3. Exchange students will be exempted from paying tuition fees to the host university, but shall pay tuition fees at the home university, if applicable. Exchange students have to pay all

other compulsory fees as according to the rules and regulations of the host university. Exchange students shall be informed about all compulsory fees in advance.

2.4. All the expenses related to participation in the exchange in accordance with this Protocol, including visa related expenses, medical insurance expenses, travel expenses as well as accommodation and living costs and any additional expenses connected to the participation in the exchange shall be covered by the exchange student.

2.5. The host university assists the exchange student in arranging accommodation (at the Poznan University of Technology - at the dormitories, at Saint-Petersburg University – at the dormitories of Saint-Petersburg University). The accommodation fee shall be covered by the exchange student.

2.6. All the exchange students should have a medical insurance valid on the territory of the host country during the whole exchange period.

2.7. Students who participate in the exchange program will be awarded grades and credits in accordance with the academic policies and regulations of the host university. All the exchange students receive a transcript of records at the end of the exchange period. If the transcript cannot be given directly to the student in accordance with the host university rules, it shall be put into the home university's disposal no later than 6 weeks after the assessment period has finished at the receiving HEI.

2.8. Exchange students shall follow the rules of the host university and the law of the host country. Any infringement of the given rules and laws can be subject to pre-term dismissal from the host university.

2.9. All the exchange students will be enrolled on an equivalent base and given the same academic privileges as the other students in the host university. Exchange students are not subject to the same scholarship payments that are available for host university students.

2.10. The Parties will assist exchange students in all practical and academic matters, accommodation, academic integration and obtaining visa. Assistance in obtaining visa means providing an invitation letter for students required for the visa application as well as providing information about the status of the students to the Consulate if required.

2.11. Partner institutions agree to provide appropriate assistance, which assumes no financial obligations of corresponding institution, in repaying accommodation fee debt in case such arise during mobility period of student at host university.

### § 3

3.1. The Parties can, by mutual written consent, introduce changes and additions to this Protocol in order to improve the effectiveness of cooperation.

3.2. Each Party shall not use names and logos of the other Party without its prior written consent, if not related directly to the performance of obligations under the present Protocol, except as provided by law. The exception is to use logo for the purposes of the contract and the other courses related with agreement

3.3. This Protocol will come into effect from the date of signing and will remain in force for 5 years, but may be renewed by mutual written consent/unless either party terminates it by giving

the other six months prior written notice. In the event of termination any exchanges already underway shall be allowed to be completed.

3.4. Should any dispute, disagreement or claim arise between the Parties in concern of this Protocol, the Parties shall try to settle them by negotiations.

This Protocol is prepared in two original copies in English; one for each Party.



For Federal State Budgetary Educational  
Institution of Higher Education «Saint-  
Petersburg State University»

Sergey Andryushin

Vice-Rector for International Affairs

Date: 30.10.2019

For Poznan University of Technology....

REKTOR  
POLITECHNIKI POZNAŃSKIEJ

Professor Tomasz Lodygowski Ph.D.,  
D.Sc., Eng.

Rector of Poznan University of  
Technology

Date: 2019-10-01