東京外国語大学
Tokyo University of Foreign Studies

PROTOCOL ON STUDENT EXCHANGE № 01/1-70-3-СПбГУ

between

SAINT-PETERSBURG STATE UNIVERSITY, RUSSIAN FEDERATION

and

TOKYO UNIVERSITY OF FOREIGN STUDIES, JAPAN

The Federal State Budgetary Educational Institution of Higher Education «Saint-Petersburg State University» (hereinafter referred to as "Saint-Petersburg University/SPbU"), duly represented by its Vice-Rector for International Affairs Sergey Andryushin, acting on the basis of proxy dated 31.12.2019 № 28-21-506, on the one part,

and

Tokyo University of Foreign Studies (hereinafter referred to as "TUFS"), established under the National University Corporation Act, duly represented by its President Kayoko Hayashi, on the other part,

hereinafter collectively referred to as Parties,

agreed to continue their academic cooperation and have prepared to that effect the following Protocol on Student Exchange (hereinafter referred to as the "Protocol"), based on the Framework Agreement for Cooperation between SPbU and TUFS.

§ 1

1.1. The Parties will conduct exchange of undergraduate and graduate students for non-degree studies 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 6 *(six)* undergraduate or graduate students for study period of one term or 3 *(three)* students 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 by mutual consent of the Parties. 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 from TUFS will be required to have adequate proficiency in Russian language to follow lectures, instruction and research guidance at SPbU. Exchange students from SPbU will be required to have adequate proficiency in Japanese or English to follow lectures, instruction and research guidance at TUFS.

2.4. Exchange students will be exempted from paying examination, entrance and 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.

2.5. The receiving university shall assist visiting exchange students to find residential accommodation.

2.6. 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 living costs and any additional expenses connected to the participation in the exchange shall be covered by the exchange student.

2.7. All the exchange students should have health, accident and travel insurance valid on the territory of the host country during the whole exchange period. Students are responsible to obtain adequate medical/health insurance coverage (including emergency medical evacuation, live insurance, accidental death and dismemberment insurance) to the satisfaction of the host university.

2.8. 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. A Transcript of Records will be issued by the receiving institution after the end of the exchange period.

2.9. 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.

2.10. 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.

2.11. The Parties will assist exchange students in all practical and academic matters, especially concerning obtaining visa, accommodation, and academic integration.

§ 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.

3.3. This Protocol will come into effect from September 8, 2020 and will remain in force for 5 (five) years until 31.12.2025, but may be renewed by mutual written consent/unless either party terminates it by giving the other twelve 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.

3.5 At TUFS, the management of the exchange will be the responsibility of Student Exchange Division and at Saint-Petersburg University it will be the responsibility of the International Academic Cooperation Department.

Contact Persons at Tokyo University of Foreign Studies:

Agreement	**Outgoing Students from Tokyo**	**Incoming Students to Tokyo**
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This Protocol is prepared in two original copies in English; one copy for each Party.

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

Sergey Andryushin

Vice-Rector for International Affairs

Date: 27.10.2020

For Tokyo University of Foreign Studies

Kayoko Hayashi

President

Date: December 7, 2020