

08/2-04-040-004-008
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**AGREEMENT FOR COOPERATION AND EXCHANGE
BETWEEN
THE SCHOOL OF BUSINESS AND ECONOMICS
OF THE UNIVERSITY OF JYVÄSKYLÄ
AND
THE SCHOOL OF MANAGEMENT
OF SAINT-PETERSBURG STATE UNIVERSITY**

The School of Business and Economics of the University of Jyväskylä, Finland (hereinafter SBE), and the School of Management of Saint-Petersburg State University, Russia (hereinafter SOM), enter into the following terms of agreement for the purpose of promoting academic cooperation and exchange between the two faculties. The present Agreement forms an Addendum to the Memorandum of Understanding concluded between the University of Jyväskylä and the Saint-Petersburg State University in 12 June 2000.

1. Scope of Cooperation

Cooperation may be carried out through such activities as:

- Exchange of faculty and/or staff
- Exchange of graduate and undergraduate students
- Joint research activities and publications
- Participation in seminars and academic meetings
- Exchange of academic materials and other information
- Special short-term academic programmes

2. Staff Exchange

2.1

In cases agreed upon members of the educational and/or administrative staff will be invited to the host faculty to carry through a concrete academic programme or administrative task.

2.2

The home faculty will maintain its staff member on full salary during the period of the exchange. The host faculty will provide work space, access to library and other facilities, and accommodation to the staff member.

2.3

Travelling expenses from home faculty to the host faculty and back will be covered by the faculty sending out its member or members. Any other terms regarding necessary travel fees, accommodation and daily allowance inside the host country will be agreed upon in writing at least two months before the commencement of the respective exchange.

3. Student Exchange

3.1

The parties agree to accept from the other faculty two students for two terms (one academic year) annually. The volume of student exchange may be changed by mutual consent of the two parties. The liaison officers of the two faculties will review the programme annually to determine any

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Международных связей СПбГУ	
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imbalance in the number of exchange students, and adjust the numbers the following year, if necessary, to maintain a reasonable balance in the exchange.

3.2

The home faculty will nominate the candidates for the exchange. The exchange students must have completed at least one year of study at the home institution prior to participating in the exchange. Exchange candidates must make a formal application for admission to the host institution, providing application documents required by the host institution. All nominations will be made bearing in mind the normal requirements of the receiving institutions, which will decide on the acceptability of the students nominated. The requirements include a good command of English language as well as basic computer skills such as word processing and use of Internet. The application forms and documents of the nominated exchange students shall be submitted to the liaison officer of the host faculty for approval no later than 15 June for studies starting in September of that year and 1 November for studies starting in January.

3.3

The period of enrolment for the exchange students at the University of Jyväskylä will, as a rule, be during the September to December and January to May terms and at Saint-Petersburg State University during the September to December/January and February to May/June terms.

3.4.

The host faculty reserves the right to make final judgements on the admission of exchange students. Nominated exchange students shall have all the same rights and responsibilities at the host faculty that the faculty establishes for its own fulltime students. Exchange students will be permitted to choose courses at the host institution which correspond in terms of their type and level to courses which they are required to take in their home institution, and which will thus be eligible for transfer. If possible, the exchange period can also include participation in a research project at the host faculty.

3.5.

At the host institution, the exchange students will have all fees waived which relate to registration and instruction.

3.6.

Both institutions shall assist the incoming exchange students in finding accommodation. The exchange students must have sufficient funds to cover any expenses not covered by the home or host institution. Exchange students will be responsible for

- transportation to and from the host institution
- medical insurance
- accommodation and meals
- textbooks and personal expenses
- all debts incurred during the exchange period

3.7.

Upon completion of the exchange period the exchange students are expected to return to their home institution. Any extension of the stay must be approved in writing by the designated official of each department in question upon recommendation of the liaison officers.

3.8.

Both institutions will provide each other with a transcript of courses for each student who has participated in the exchange.

4. Other Forms of Cooperation

The parties may carry out joint research activities and try to apply jointly for external financial support for the cooperation. As for special short-term academic programmes and joint seminars and meetings, the terms shall be mutually discussed and agreed upon by both parties prior to the initiation of the activity.

5. Liaison Officers

Each party shall designate a liaison officer for this Agreement. The liaison officers will be responsible for coordinating the specific aspects of the cooperation, as well as for advising and assisting students, in cooperation with the international office of the host institution. The designated liaison officers for this Agreement are:

for SBE, University of Jyväskylä:

Leena Uski
International Coordinator

for SOM, Saint-Petersburg State University

Natalia Kokoreva
Head of International Office

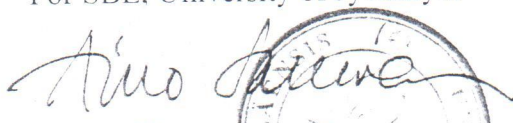
Notification of any change in liaison officers may be made in writing. Amendment of the Agreement is not necessary in this case.


6. Duration of the Agreement

The Agreement will come into effect with the appropriate signatures of each institution. It may be terminated by the appropriate authorities of either party giving six months written notice to the other party. The Agreement may be amended by mutual written consent of the two parties.

This Agreement is written and signed in two copies having equal force, and each party holds one copy.

For SBE, University of Jyväskylä


Aino Sallinen
Rector
Date: May 4, 2004


Tuomo Takala
Dean
Date: 23.1.2004

University of Jyväskylä
School of Business
and Economics

For SOM, Saint-Petersburg State University


Stanislav Tkachenko
Pro-Rector for International Affairs
Date:

Valery Katkalo

Dean
Date:

