



Saint-Petersburg State University
SCHOOL OF MANAGEMENT



**AGREEMENT
BETWEEN
THE SCHOOL OF MANAGEMENT, ST.PETERSBURG STATE UNIVERSITY (SOM),
AND
WARSAW SCHOOL OF ECONOMICS (SGH)**

The School of Management (SOM) and Warsaw School of Economics (SGH), recognizing the educational and cultural exchanges which can be achieved between our institutions, enter this agreement to facilitate the exchange of students between our respective institutions.

1. Definitions

- i) For the purpose of this agreement, "home" institution shall mean the institution at which the students intend to graduate and "host" institution shall mean the institution which has agreed to accept for a defined period the student from the home institution.
- ii) Semester or academic year shall normally refer to the period relevant to the host institution.

2. Purpose of the Agreement.

- i) The general purposes of this agreement are to establish specific educational relations and cooperation between the two participating institutions in order to promote academic links and to enrich the students' understanding of the culture of the two countries concerned.
- ii) The purpose of the exchange of faculty members and staff is to promote collaborative research, other educational developments and to further mutual understanding.
- iii) The purpose of each student exchange is to enable students to enroll in subjects at the host institution for credit which will be applied towards their degree at their home institution.

3. Responsibilities of Participating Institutions and Students.

Each institution shall undertake all those measures as are seen as reasonable to give maximum effect to this exchange Program.

- i) Each institution agrees to accept and enroll exchange students as full time students for the duration of their exchange.

- ii) Each student will be provided with the same academic resources and support service that are available to all students at the host institution.
- iii) It will be the responsibility of each student to obtain official approval from his or her home institution for subjects taken at the host institution.
- iv) Each host institution will forward a copy of the academic record covering the subjects taken during the period of the exchange to the exchange student and to the home exchange coordinators office.
- v) Exchange students will be subject to the rules and procedures as specified by the host institution for the academic period in which a student enrolls. The home institution will have responsibility for all matters concerning credit for subjects taken.

4. Numbers.

- i) Subject to the availability of suitable candidates each institution will send up to two (2) students on Master level per each academic year, during the period of the agreement. The period of study for an exchange will normally be one semester for students from SOM and one semester for students from SGHG.
- ii) In principle, the exchange of students will occur on a one for one basis. This number may vary in any given year, but over a fixed period of five years, the total number of students participating shall be balanced.

5. Selection and Enrollment of Students.

It is expected that only students of high academic quality will be selected to participate in an exchange Program. The home institution will screen application from its student body for exchange. Students, both undergraduate and post graduate, are eligible participate if they:

- i) have completed at least half of the academic program at their home institution;
- ii) Are enrolled at their home institution for the full period of exchange;
- iii) Have an enrollment proposal, approved by their home school and host institution, and are deemed academically qualified to successfully complete the nominated subjects at the host institution. Each institution will inform the relevant International Office of subject availability, including enrollment limitations and conditions.
- iv) Have obtained agreement from their home school that upon successful completion of the subjects at the host institution, full credit will be granted towards the degree at their home institution.
- v) Have satisfied the language proficiency requirements of the home institution. Each institution will send the other completed applications for their students at least sixteen (16) weeks before the beginning of the entry semester. The home institution reserves the right of final approval of the admission of a student and will, where appropriate, establish language proficiency standards.

6. Financial Responsibilities of Institutions.

- i) Exchange students will be provided with the following, by the host institution, at no cost to the student:

Tuition fees and any university registration fees.
Reports and Statement of results.

7. Financial Responsibilities of Exchange Students.

Travel to and from the host institution
Books, Stationary, etc
Travel documentation, visas, etc.
Accommodation and living expenses
Student Activities Fee,
Health and travel insurance for the period of the exchange program.

The home institution shall satisfy itself that a candidate for exchange has the ability to meet all his or her financial responsibilities as detailed above. This may include provision for a period of vacation if a student is participating in an exchange which spans two semesters.

8. Accommodation.

Incoming students will be guaranteed accommodation on-campus for at least the first two weeks after their arrival in the country of the host institution. After this every effort will be made to assist students to obtain on-campus or alternatively, off campus accommodation. Students will also be made aware that they are responsible for all costs associated with accommodation.

9. Faculty and Staff Exchanges.

The two institutions agree in principle to the possibility of exchanging General staff (Administrative) and faculty members. The details of such arrangements will be negotiated in each individual case at the appropriate time and will be governed by the institutional staffing rules and relevant approval processes. The participating institutions shall not be responsible for any private arrangements made by participating staff members covering exchange of accommodation, cars, etc.

10. Exchange Program Review.

Both institutions will be responsible for a regular review and renewal agreement of the exchange program every five years. The review is essential in order to make appropriate and mutually agreed modifications as may be required and to identify new opportunities for co-operation in scholarship and research.

11. Period of Agreement.

This agreement will come into effect from the date of signature by both parties and will remain in force for an initial period of five years and maybe renewed by mutual consent.

12. Signatures

This agreement constitutes the entire agreement between the parties. No amendments, consent or waiver of terms of this agreement shall bind either party unless in writing and signed by all parties.

The Agreement has been accepted by Prof. Dr. Valery S. Katkalo, Dean of the School of Management and Mr. Vadim V. Fedorov SOM, Head of the International Office from one side and Prof. Dr hab. Piotr Płoszajski, Vice Rector for External Relations and Elzbieta Fonberg-Stokłuska, Acting Director of the Centre for International Programmes Development.

Warsaw School of Economics

School of Management,
St. Petersburg State University



 Prof. dr hab. Piotr Płoszajski
 Vice-Rector




 Mrs. Elzbieta Fonberg-Stokłuska
 Acting Director of CIPD



 Prof. Dr. V.S. Katkalo
 Dean




 Mr. Vadim V. Fedorov
 Head of International Office

Date:

Date: 27.06.06.