

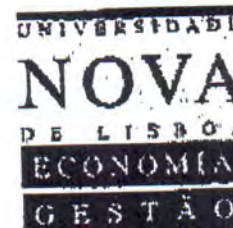


**Graduate  
School of Management**

Санкт-Петербургский государственный университет  
St. Petersburg State University

08/2-04 - 040 - 008 - 001

Дата \_\_\_\_\_ Регистратор \_\_\_\_\_



## Agreement Between

**GRADUATE  
SCHOOL OF MANAGEMENT  
ST. PETERSBURG STATE  
UNIVERSITY**

AND

**FACULDADE DE ECONOMIA DA  
UNIVERSIDADE NOVA DE  
LISBOA**

The Graduate School of Management (hereafter GSOM) and the Faculdade de Economia da Universidade Nova de Lisboa (hereafter NOVA), recognizing the educational and cultural exchanges which can be achieved between the two institutions, enter this agreement to facilitate the exchange of students between them.

### 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.

## 6. Financial Responsibilities of Institutions

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

- Reports and Statement of results

## 7. Financial Responsibilities of Exchange Students

### Registration fees

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 at GSOM will be guaranteed accommodation on-campus for at least the first two weeks after their arrival. 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. Incoming students at NOVA will be guaranteed accommodation for the first days after their arrival mostly off-campus. In the meantime, the International Exchange Office will offer assistance in order to find them suitable accommodation in the regular rent market.

## 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

- 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 three (3) students on Master level for one semester per each academic year. The period of study for an exchange will normally be one semester for students from GSOM and one semester for students from NOVA.
- 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 applications from its student body for exchange. Students, both undergraduate and post graduate, are eligible to 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.
- vi) 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

Undergraduate students can enroll in masters' courses as long as they have completed 180 ECTS or made courses equivalent to three years of study.

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 may be 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 Professor Valery S. Katkalo, Dean of the Graduate School of Management from one side and by Professor José Ferreira Machado, Dean of the Faculdade de Economia da Universidade Nova de Lisboa.



For the Graduate School of Management,  
State University

Valery S. Katkalo, Dean

Date 9/1/2008

For the Faculdade de Economia da  
Universidade Nova de Lisboa



José Ferreira Machado, Dean  
SOCRATES/ERASMUS Office

Date 9/1/2008