

08/2-04-032-01-001
Управление
Международных связей СПбГУ
08/2-04 - 032 - 008 - 001
Дата 28.06.09 Регистратор *[Signature]*

**MEMORANDUM OF AGREEMENT
PREAMBLE**

The **INSTITUTE OF KISWAHILI RESEARCH**, University of Dar es Salaam, Tanzania hereinafter referred to as “IKR UDSM” and the **FACULTY OF ASIAN AND AFRICAN STUDIES**, Saint-Petersburg State University, Russian Federation hereinafter referred to as “FAAS SPbSU”

Recognizing the benefits to be gained by both parties through student and staff exchange program.

Recognizing the importance of the universities’ role in promoting scholarly activities and international understanding, equality and increased contribution to the development of society.

Now therefore, IKR UDSM and FAAS SPbSU

Hereby do agree to enter into Agreement on Cooperation between the two institutions which shall encompass the educational facilities, the administration and the libraries that may enhance the resource base at both institutions according to terms and conditions set out in the articles following hereunder.

In this Agreement, unless a contrary intention is expressed in the text, the words. ‘The two institutions’, ‘Collaborating institutions’ and ‘The two universities’ refer to IKR UDSM and FAAS SPbSU. ‘The Agreement’ refers to this Agreement.

ARTICLE 1
AREAS OF COOPERATION

The cooperation will take the form of:

- Exchange of students
- Exchange of staff
- Research
- Exchange of academic information and publications
- Joint research projects

ARTICLE 2
FIELD OF COLLABORATION

- 2.1 Collaboration between the two institutions shall be established within any fields of common interest.
- 2.2 Depending on financial means and practical feasibility, the parties shall establish joint research and educational projects and programmes. For each programme, the two institutions shall set up a committee and appoint a coordinator to be responsible for the implementation of the programme. The programme coordinators shall be responsible to the relevant institutions authorities for reporting on the project status at least once a year.
- 2.3 Where one collaborating institution does not have the capacity to cover a field of interest requested by the other, the requested institution shall facilitate such a request by identifying another institution in the relevant home country or region to the requesting party.

- 2.4 The mode of ownership of research materials and research findings shall be spelt out clearly at the commencement of participation of each party and the prevalent regulations of the partner universities.

ARTICLE 3

EXCHANGE OF STUDENTS

- 3.1 The parties shall, upon mutual agreement, accept a limited number of exchange of students on a reciprocal basis. IKR UDSM students will primarily be postgraduate candidates in the University's Staff Development Programme. FAAS SPbSU students will be either undergraduate or postgraduate candidates or both.
- 3.2 Students of either institution, who wish to undertake a short term non-degree programme or field/research work at the other institution, will be assisted by the host institution in getting authorization to study at the respective institution, access to library facilities, provided the programme is accepted by the home institution and by at least one supervisor from each institution. Both sides agree to provide accommodation facilities, if necessary, at the expense of exchange member. Travel expenses are to be covered either by home institution or exchange member.
- 3.3 Students chosen to be exchanged will stay at the host institution for a period up to one academic year, or one month in case of summer language courses if provided by the host institution. Standard period of exchanged visits of members of staff is

- 2-4 weeks. It may be increased or decreased subject to the mutual agreement of both parties.
- 3.4 Both institutions shall offer tuition for the exchanged students free of charge. The exact number of participants per one year is to be decided each year subject to the mutual agreement of both parties. Each party covers the travelling expenses of its visiting students and professors. Providing the Medical Insurance is the responsibility of each member of the exchange programme personally and is obligatory.
- 3.5 The sending institution is to submit the following documents to the host institution not later than four months prior to the beginning of studies:
- (a) A letter of recommendation signed by the Head of the sending institution, or his/her representative;
 - (b) The necessary application forms;
 - (c) An academic record of the exchange students' grades;
 - (d) A recommendation for each student signed by one of their academic advisors;
 - (e) A certificate of health for each student; and a copy of the student's passport.
- 3.6 Courses that the exchange students will take are to be decided upon consultation with the host institution.
- 3.7 The academic record of each student's academic performance shall be sent to the home institution at the conclusion of the study period. It shall be the sole

responsibility of the home institution to decide how many credit units each student may actually receive on courses taken at the host institution.

- 3.8 Both sides will assist Exchange Students in respect of the necessary entry procedures required for each country.

ARTICLE 4

EXCHANGE OF STAFF

- 4.1 The purpose of normal exchange of staff shall be teaching and researching.
- 4.2 Following receipt of written credentials and proposed activities, either party may submit a letter of invitation to the other party thereto outlining the proposed terms and conditions under which the visit is to take place.
- 4.3 Negotiations between the parties concerning such proposed visits shall include consideration of the methods and sources of funding for the expenses of the visiting staff member or members.
- 4.4 The sending institution is to submit the following documents to the host institution not later than four months prior to the visit:
- (a) A letter of recommendation signed by the Head of the sending institution, or his/her representative;
 - (b) A copy of the passport
 - (c) Curriculum Vitae according to the form of the hosting institution.

- 4.5 Both sides agree to provide accommodation facilities, if necessary, at the expense of exchange member
- 4.6 Providing the Medical Insurance is the responsibility of each member of the exchange programme personally and is obligatory.
- 4.7 Both sides will assist Exchange Staff in respect of the necessary entry procedures required for each country.

ARTICLE 5

FUNDING AND FINANCE

- 5.1 Exchanges or visits under this Memorandum normally will be organized reciprocally on an honorary basis.
- 5.2 Development of joint activities will be dependent on availability of funds.
- 5.3 Both institutions shall also endeavor to secure financial support from national and international institutions for implementation of the Memorandum.
- 5.4 Financial arrangements will have to be negotiated for each specific project or programme.

ARTICLE 6

MANAGEMENT AND ADMINISTRATION

- 6.1 Negotiation, implementation, and reporting on the progress concerning the collaboration shall be coordinated by:

The Dean of Graduate School
University of Dar es Salaam
P.O. BOX 35091
Dar es Salaam
Tanzania

The Dean
Faculty of Asian and African Studies
St. Petersburg State University
Russian Federation

- 6.2 Coordination of activities:
Issues about specific activities, including rights and obligations of each party, shall be notified or communicated to the offices mentioned in sub-article 6.1 above.
- 6.3 This Memorandum shall have a duration of five years renewable for a further five years unless either party gives notice of termination not later than six months prior to the expiry of the existing Memorandum.
- 6.4 After five years from the date of signing, the two parties shall make a general assessment.
- 6.5 Any alteration of the Memorandum shall be agreed upon jointly by the two parties and submitted in accordance with the same procedure as the original Memorandum and shall be expressed in writing.
- 6.6 In the event of dispute, both parties should resolve it amicably.
- 6.7 This Agreement shall take effect upon ratification by signature by the Director of Institute of Kiswahili Research, UDSM and the Dean, Faculty of Asian and African Studies, St. Petersburg State University.

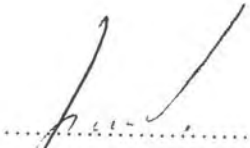
6.8 This Memorandum is made in two equally authentic copies in English one for each of the signing parties.



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Professor. J.G. Kiango
Director
Institute of Kiswahili Research
University of Dar es Salaam
Tanzania

Date .. 22/10/08



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Professor Ye. L. Zelenev
Dean
Faculty of Asian and African Studies
St. Petersburg State University
Russian Federation

Date ... 22. 10. 2008