

STUDENT EXCHANGE AGREEMENT
BETWEEN
FONDATION NATIONALE DES SCIENCES POLITIQUES (Sciences Po)
AND
SAINT-PETERSBURG STATE UNIVERSITY, SCHOOL OF INTERNATIONAL RELATIONS

Introduction

The purpose of this agreement is to further mutual understanding between the Fondation Nationale des Sciences Politiques (hereafter referred as Sciences Po), located in Paris, in France, and the St. Petersburg State University, School of International Relations (SIR SPbU), located in St Petersburg, in Russia, and to enhance each institution's teaching, learning, and internationalisation objectives. Sciences Po and the School of International Relations, St. Petersburg State University, agree to institute this student exchange programme under the following terms:

1. Duration of the Exchange

The duration of stay of the exchange students at the host institutions shall be for one semester up to one academic year.

2. Number of Participants and Reciprocity

- a) Each institution may send and accept no more than three (3) students each year under this program, at the undergraduate and graduate level, unless this number is varied by mutual agreement.
- b) Both institutions will review the programme annually for any imbalances in the number of exchange students, and will adjust the number of students over the duration of the agreement, as necessary, to maintain balance in the exchange.

3. Status of Exchange Students

Each institution shall accept the exchange students to the host institutions as non-regular students who do not aim at obtaining a degree in the host institutions. During the period of participation in the exchange programme, all students will abide by the policies, rights, rules and regulations in effect at the host institution. In the event disciplinary proceedings are initiated, sanctions are imposed, or termination is required, the institution taking such action(s) will promptly notify the other institution in writing of the cause and nature of the proceedings, sanctions or termination.

4. Selection of Participants, and Admission

- a) The students participating in the exchange program under the terms of this Agreement shall be selected initially by the home institutions, and the host institutions shall make final admission decisions in each case.
- b) Students from both institutions must be at undergraduate or postgraduate (master programme) level students and must fulfil all admission requirements, including the language proficiency requirement of the host institution.

Exchange students from the School of International Relations, St. Petersburg State University, shall have completed at least two years of undergraduate university work and must have a sufficient level of language knowledge to partake in classes (French or English). Students will need to have at least the equivalent of a B2 level in French if they want to take courses taught in French and must score at least 6.0 at the IELTS, with no sub-score lower than 5.5, if they want to take courses taught in English. Official proficiency tests are required.

Participants to attend SIR SPbU who have not completed secondary or tertiary studies in an institution where English is the language of instruction are required to be proficient in English to a level appropriate for undertaking tertiary study in the English medium. The standard of English required from Sciences Po students will be equivalent to the following: - TOEFL score of 250 (CBT) or 100 (IBT) or 600 (PBT).

- c) The two institutions agree that in the evaluation and admission of students for participation in the exchange programme and in the administration of the programme, neither will discriminate on the basis of race, color, religion, sex, sexual orientation, marital or parental status, national origin or age.
- d) An acceptance package including all necessary forms for admission and course registration will be sent to the student, c/o the Student Exchange Programme Administrators at each institution.
- e) Each institution reserves the right to require candidates to complete the standard admission documents and to provide the results of any required entrance examinations. Full information should be provided on the courses that participants have taken at their home institution.

5. Study Program

- a) Each student shall determine the study program at the host institutions in consultation with academic advisors of both home and host institutions. Depending on the study program, language requirements and/or other prerequisites may be imposed.
- b) Students participating in the student exchange programme will be provided with a list of available courses as early as possible. Primary academic counselling will be the responsibility of the home institution. Proposed course preferences will be sent to the designated official at the host institution prior to the registration / enrolment period.
- c) All participants in the student exchange programme must be enrolled as full time students at the host institution.
- d) Students participating in this programme will continue as candidates for the degree of their home institution.

6. Academic Record and Accreditation

The host institution shall evaluate the academic performance of each student according to its rules and shall send the academic record/transcript of each exchange student to the home institution. The home institution may give credit to each student according to its regulations.

7. Financial

- a) All exchange students will have to be registered and to pay the ordinary tuition fee in their home university. They will not be charged tuition fees, examination fees, and matriculation fees at the host institution.
- b) All payment for travel, medical insurance valid in the host institutions, and expenses, accommodation, food, books and supplies shall be the responsibility of the individual participant. Neither institution shall be held liable for such charges.

- c) If requested, students selected for the programme shall satisfy the host institution that they have adequate funds for return transportation to the host institution, and for additional living costs during their enrolment at the host institution apart from those costs already specified in this agreement.
- d) Any incidental fees for services over and above those specified in this agreement shall be met by the visiting student. These fees shall be no higher than those normally paid by students of the host institution.
- e) All participants in the student exchange programme will purchase adequate medical and travel insurance prior to departure from their home country for the duration of their stay in the host country.

8. Responsibilities

- a) Sciences Po and SIR SPbU agree to accept the above mentioned number of exchange students and to enrol them as full-time non-degree students for a maximum period of one academic year.
- b) Each university agrees to accept each other's length of academic year, teaching methods and examinations as equivalent to their own.
- c) At the conclusion of the exchange, Sciences Po and SIR SPbU agree to provide an official transcript on the achievements of the exchange student, but where official approval is required by the student before the release of the transcript, such approval will be sought by the host university.
- d) Sciences Po and SIR SPbU agree to assist each exchange student by:
 - providing pre-departure material, and post-arrival orientation,
 - providing each exchange student with the necessary documents and information to enable the exchange student to obtain the correct permit/visa,
 - providing arrival assistance, if required,
 - establishing an institutional body, or utilising an existing body, to oversee the student exchange programme, and to consider and rule on those policy matters related to the programme,
 - designating an administrative contact to deal with all correspondence related to this programme,
 - providing student support and advisory services,
 - both institutions will endeavour to provide participating students with a local contact person.

9. Other

- a) The exchange student shall be entitled to the use of the host institution's facilities on the same basis as students of the host institution.
- b) Dependants are permitted to accompany the exchange student. However, all issues relating to airfares, visas/permits, accommodation, and other matters regarding a/the student's dependant(s) shall become the entire responsibility of the exchange student.

10. Renewal, Termination and Amendment

- a) This agreement will commence from the date of signing, and continue thereafter for a period of three (3) years, subject to revision or modification by mutual agreement.
- b) For conditions of the exchange not covered by this agreement, or for problems that arise during the course of the exchange agreement, both parties agree to refrain from unilateral action and to consult and negotiate mutually acceptable decisions.

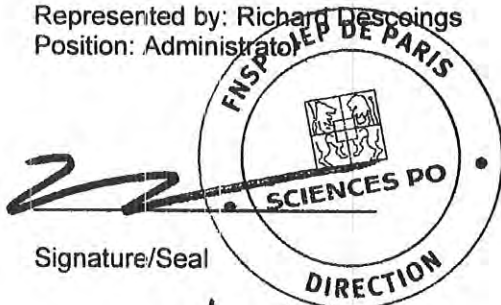
- c) Amendments to this agreement may be made at any time, by correspondence, and only when agreed upon by both parties. Any amendments shall be added to the terms as appendices.
- d) Either institution may terminate this agreement by giving notice in writing to the other institution of no less than six (6) months. Any student who may have commenced at either institution before the date of termination may complete their courses of study by special agreement between the two institutions.
- e) The institutions shall confer concerning the renewal of this agreement six (6) months prior to its expiration.

11. Authentic Text

This Agreement is to be executed in the English language.

Fondation Nationale des Sciences
Politiques (Sciences Po)

Represented by: Richard Descoings
Position: Administrator



Signature/Seal

Date 03/07/2009

St.Petersburg State University
School of International Relations

Represented by: Konstantin K. Khudoley
Position: Vice-Rector for International
Relations,
Dean of the School of International Relations

Signature/Seal

Date 03/07/2009

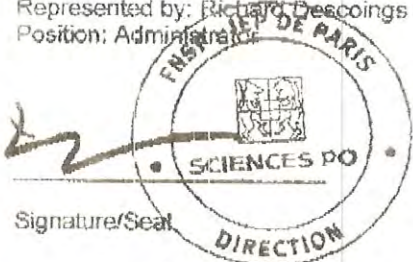
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Date 03/08/2009

Управление Международных связей СПбГУ			
08/2-04	- 039	- 08	- 006
Дата <u>05.08.09</u> Регистратор <u>[Signature]</u>			