



Graduate School of Management

St. Petersburg State University

Управление

Международных связей СПбГУ

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Дата _____ Регистратор _____



STUDENT EXCHANGE AGREEMENT BETWEEN

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

AND

**COPPEAD
GRADUATE SCHOOL OF BUSINESS,
FEDERAL UNIVERSITY
OF RIO DE JANEIRO**

The Graduate School of Management, St. Petersburg State University (hereafter referred to as GSOM) and the COPPEAD Graduate School of Business, Federal University of Rio de Janeiro (hereafter referred to as COPPEAD), 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:

- 1.1. 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.
- 1.2. Terms at COPPEAD run in four ten-week bimesters from the end of February to Christmas in December, with one week intervals between two consecutive terms. During the fourth annual term (from mid October to mid-December) COPPEAD concentrates the offer of disciplines in English (usually 120 course hours in English), so this is the best period for incoming exchange students.
- 1.3. Terms at GSOM run in two semesters from September 1 to January 31 and from February 10 to June 30.

2. PURPOSE OF THE AGREEMENT:

- 2.1. The general purpose of this agreement is 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.
- 2.2. 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:

- 3.1. Each institution shall undertake all those measures as are seen as reasonable to give maximum effect to this exchange program.
- 3.2. Each institution agrees to accept and enroll exchange students as full time students for the duration of their exchange.

- 3.3. Each student will be provided with the same academic resources and support service that are available to all students at the host institution.
- 3.4. Each university will provide annually to the other current catalogues, informational brochures, and other appropriate materials to help promote the Exchange Program and advise prospective students.
- 3.5. 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.
- 3.6. The host institution will provide the home institution with an adequate record of the participants' academic performance (a transcript) within 2 months of the end of the relevant term. Grading will be applied according to the system used by each host institution. The conversion of grades from one system to the other will be determined by the exchange students' home institution. It shall be the sole responsibility of the home institution to determine how many credit units the students may actually receive on courses taken at the host institution.
- 3.7. Each institution will provide on-site orientation and will designate a contact person assigned to address exchange students' questions or concerns. For COPPEAD, this will be Assistant to Vice - Dean, International Affairs. For GSOM, this will be Director, International Office.

4. NUMBERS:

- 4.1. Subject to the availability of suitable candidates COPPEAD will accept up to 2 (two) Graduate (MSc) students from GSOM for two bimesters per each academic year to its full-time MBA program.
- 4.2. Subject to the availability of suitable candidates GSOM will accept up to 2 (two) Graduate (full-time MBA) students from COPPEAD for one semester per each academic year to its MSc program.
- 4.3. The number of exchange students can be adjusted in the future by mutual consent.
- 4.4. The number of students exchanged in any one year need not be the same, but a reasonable balance should be sought over a three-year period. If either institution is unable to designate the full quota of qualified students during any given academic year, this will not affect the other institution's ability to send its exchange students.

5. SELECTION AND ENROLLMENT OF STUDENTS:

- 5.1. 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 are eligible for participation if they:
 - 5.1.1. Are enrolled at their home institution for the full period of exchange;
 - 5.1.2. Have an enrollment proposal, approved by their home institution 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;
 - 5.1.3. Have obtained agreement from their home institution that upon successful completion of the subjects at the host institution, full credit will be granted towards the degree at their home institution;
 - 5.1.4. Have satisfied the language proficiency requirements of the home institution. Students must demonstrate that they are able to perform successfully in university-level coursework where English is the language of instruction and assessment. At COPPEAD Portuguese is the primary language of instruction, but students may participate and hand in class work and exams in English. Intensive Portuguese language classes are usually offered to exchange students in the week

prior to the official start of the fourth annual term - from mid October to mid-December - (free of charge to exchange students).

- 5.2. Each institution will send the other completed applications for their students at least twelve (12) 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.
- 5.3. The host institution reserves the right to refuse the admission of candidates it considers to be unsuitable.

6. FINANCIAL RESPONSIBILITIES OF INSTITUTIONS:

- 6.1. Students will remain members of their home institution.
- 6.2. Tuition fees will be paid to the home institution and there will be no exchange of funds between institutions.
- 6.3. Exchange students are exempt from paying tuition fees to the host institution during the exchange period.

7. FINANCIAL RESPONSIBILITIES OF EXCHANGE STUDENTS:

- 7.1. Students are responsible for the following:
 - Travel to and from the host institution;
 - Books, Stationary, etc;
 - Travel documentation, visas, etc.;
 - Accommodation and living expenses;
 - Student Activities Fee;
 - Other.
- 7.2. Participating exchange students will be required to carry adequate health, insurance at their own expense, and to provide proof to the host institution, prior to arrival, that their insurance will cover the cost of health care during the period of exchange.
- 7.3. 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.

8. ACCOMMODATION:

- 8.1. Host institution guarantees that a suitable accommodation offer will be made to every incoming exchange student.
- 8.2. Students will be made aware that they are responsible for all costs associated with accommodation.

9. EXCHANGE PROGRAM REVIEW:

- 9.1. Both institutions will be responsible for a regular review and renewal agreement of the exchange program every three years.
- 9.2. 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.

10. PERIOD OF AGREEMENT:

- 10.1. This agreement will come into effect from the date of signature by both parties and will remain in force for an initial period of 3 (three) years and may be renewed or terminated by mutual consent in writing by either party.
- 10.2. At least six months notice shall be given by the party terminating the agreement.

11. 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.

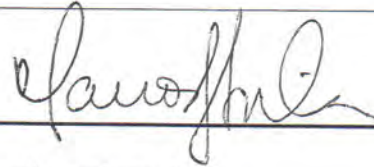
The Agreement has been accepted by Prof. Valery S. Katkalo, Dean of the Graduate School of Management, St. Petersburg State University and by Prof. Marcos Gonçalves Avila, Dean of the COPPEAD Graduate School of Business, Federal University of Rio de Janeiro.

Graduate School of Management,
St. Petersburg State University

COPPEAD Graduate School of Business,
Federal University of Rio de Janeiro

Date 21 September, 2009

Date _____



Valery S. Katkalo
Dean

Marcos Gonçalves Avila
Dean

