



Graduate
School of Management

St. Petersburg State University



STUDENT EXCHANGE AGREEMENT BETWEEN

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

AND

**INSTITUTO TECNOLÓGICO
AUTÓNOMO DE MÉXICO**

The Graduate School of Management, St. Petersburg University (hereafter referred to as GSOM) and Instituto Tecnológico Autónomo De México (ITAM), 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. Semester or academic year shall normally refer to the period relevant to the host institution.

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

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

- 3.1 Each institution agrees to accept and enroll exchange students as full time students for the duration of their exchange;
- 3.2 Each student will be provided with the same academic resources and support service that are available to all students at the host institution;
- 3.3 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;
- 3.4 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;
- 3.5 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

- 4.1. Subject to the availability of suitable candidates each institution will send up to 3 (three) students on Bachelor (BSc) and on Master (MSc) level per each academic year, during the period of the agreement.
- 4.2. The number of exchange students may be adjusted by mutual agreement.
- 4.3. 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.
- 4.4. The period of study for an exchange will normally be one semester for students from GSOM and one semester for students from ITAM.

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 participate if they:
 - 5.1.2. Are enrolled at their home institution for the full period of exchange;
 - 5.1.3. 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;
 - 5.1.4. 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;
 - 5.1.5. Have satisfied the language proficiency requirements of the home institution.
- 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:
 - 7.1.1. Travel to and from the host institution;
 - 7.1.2. Books, Stationary, etc;
 - 7.1.3. Travel documentation, visas, etc.;
 - 7.1.4. Accommodation and living expenses;
 - 7.1.5. Student Activities Fee;
 - 7.1.6. Health and travel insurance for the period of the exchange program;
 - 7.1.7. Other.
- 7.2. 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. Incoming students from ITAM will be guaranteed accommodation on-campus for a whole period of study at GSOM.
- 8.2. As ITAM does not have its own accommodation facilities ITAM guarantees that a suitable accommodation offer will be made to every GSOM exchange student coming to ITAM for exchange.
- 8.3. Students will also 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 five 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

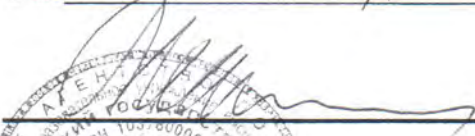
- 10.1. This agreement will come into effect from the date of signature by both parties and will remain in force for an initial period of 3 (three) years and may be renewed or terminated by mutual consent in writing by either party.
- 10.2. At least nine months notice shall be given by the party terminating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

11. Signatures

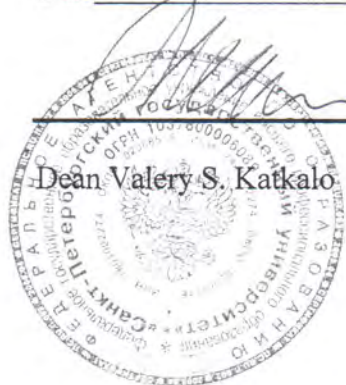
- 11.1. This agreement constitutes the entire agreement between the parties. No amendments, consent or waiver of terms of this agreement shall bind either party unless in writing and signed by all parties.
- 11.2. The Agreement has been accepted by Dr. Valery S. Katkalo, Dean of the Graduate School of Management, SPbSU and by Dr. Arturo Fernandez Pérez, Rector of Instituto Tecnológico Autónomo De México.

 Graduate School of Management,
St. Petersburg State University

Date 14 JANUARY 2009

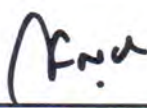


Dean Valery S. Katkalo



Instituto Tecnológico Autónomo De México

Date 27 January 2009



Rector Arturo Fernandez Pérez