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**MEMORANDUM ON STUDENT EXCHANGE**

**between**

**SAINT-PETERSBURG STATE UNIVERSITY,  
RUSSIAN FEDERATION**

**and**

**TOKYO UNIVERSITY OF FOREIGN STUDIES,  
JAPAN**

**for the period from 2015 till 2020**

Federal State Budgetary Educational Institution of Higher Education «Saint-Petersburg State University» (hereinafter - SPbU), duly represented by its Acting Deputy Rector for International Affairs Professor Marina Y. Lavrikova, acting on the basis of proxy dated 16.04.2015 № 28-21-184, on the one part,

and

Tokyo University of Foreign Studies (hereinafter – TUFS), duly represented by its President Prof. Hirotaka TATEISHI, in accordance with that established in its Statues and by Decree the National University corporation Act, on the other part,

hereinafter together referred to as the “Parties” and solely to as the “Party”,

in accordance with the Framework Agreement for Cooperation concluded by the Parties on September “8” 2015 (hereinafter referred to as the “Agreement”), agreed to continue their academic cooperation and have prepared to that effect the following Memorandum on Student Exchange (hereinafter referred to as the “Memorandum”).

§ 1

1.1. The Parties will conduct exchange of undergraduate and graduate students for non-degree studies in the field of Philology and Oriental Studies in accordance with the rules and regulations set in this Memorandum.

§ 2

The Parties agree to set following terms and conditions for student exchange:

2.1. The total number of exchange students from each Party shall not exceed 6 (six) undergraduate students for one term or 3 (three) for one academic year. In the exceptional cases the exchange period can be prolonged for more than it is stipulated in this Memorandum.

2.2. The home university will be responsible for the initial selection of exchange students; however, the host university reserves the right to deny admission to any candidate not meeting its general admission criteria.

2.3. Exchange students will be exempted from paying tuition fees to the host university, but shall pay tuition fees at the home university, if applicable. Exchange students have to pay all other compulsory fees as according to the rules and regulations of the host university. Exchange students shall be informed about all compulsory fees in advance.

2.4. The receiving university shall assist visiting exchange students to find residential accommodation.

2.5. All the expenses related to participation in the exchange in accordance with this Memorandum, including visa related expenses, medical insurance expenses, travel expenses as well as accommodation and living costs and any additional expenses connected to the participation in the exchange shall be covered by the exchange student, or by the home university, or by a third party where available.

2.6. All the exchange students should have a medical insurance valid on the territory of the host country during the whole exchange period.

2.7. Students who participate in the exchange program will be awarded grades and credits in accordance with the academic policies and regulations of the host university. All the exchange students receive a transcript of records at the end of the exchange period. If the transcript cannot be given directly to the student in accordance with the host university rules, it shall be put into the home university's disposal not later than one month after the termination of the exchange period.

2.8. Exchange students shall follow the rules of the host university and the law of the host country. Any infringement of the given rules and laws can be subject to pre-term dismissal from the host university.

2.9. All the exchange students will be enrolled on an equivalent base and given the same privileges as the other students in the host university.

2.10. The Parties will assist exchange students in all practical and academic matters, especially concerning obtaining visa, accommodation, and academic integration.

§ 3

3.1. The Parties can, by mutual written consent, introduce changes and additions to this Memorandum in order to improve the effectiveness of cooperation.

3.2. Each Party shall not use names and logos of the other Party without its prior written consent, if not related directly to the performance of obligations under the present Memorandum, except as provided by law.

3.3. This Memorandum on student exchange will come into effect from the date of signing and will remain in force until December 31, 2020.

3.4. Should any dispute, disagreement or claim arise between the Parties deriving from this Memorandum, the Parties shall try to settle them by negotiations.

This Memorandum is prepared in two original copies in English language, both versions with the same content and validity, one copy for each Party.

On behalf of  
Federal State Budgetary Educational  
Institution of Higher Education «Saint-  
Petersburg State University»

Marina Y. Lavrikova  
Acting Deputy Rector for International Affairs

Date:



On behalf of  
Tokyo University of Foreign Studies

Prof. Hirokata TATEISHI

President

Date: 8, September, 2015

A handwritten signature in black ink, which appears to read 'Hirokata Tateishi', is written over a horizontal line.