

# Inter-institutional student and staff exchange agreement 2017-2022

The institutions named below agree to cooperate for the exchange of students and/or staff according to the principles and conditions below. They commit to respect them in all aspects related to the organisation and management of the mobility, in particular the recognition of the credits awarded to students by the partner institution. The present bilateral agreement becomes effective on the date of its signature and is valid for a five-year period unless either side terminates the agreement in writing at the latest by October 1st for activities taking place during the following (n+1) academic year.

## A. Information about higher education institutions

Name of the institution	Contact details	Website
Université catholique de Louvain (UCL) Louvain School of Management LSM	Prof. Pierre Semal, Vice-Dean for International Affairs  Catherine Marechal Head of International Affairs Place des Doyens, 1 1348 Louvain-la-Neuve, Belgium Phone : +32 10 47 83 23 Fax : +32 10 47 83 24	<a href="http://www.uclouvain.be/lsm">www.uclouvain.be/lsm</a>
Central office: Administration des relations internationales, Place de l'Université 1, bte L0.01.06, B-1348 Louvain-la-Neuve, Belgium, tél. +32-10-47.81.32 (fax 40.75), <a href="mailto:erasmus@uclouvain.be">erasmus@uclouvain.be</a>		
St. Petersburg State University (SPbU) Graduate School of Management GSOM	Deputy Rector for International Affairs, Sergey Andryushin  International Office (room 207) St. Petersburg University / Graduate School of Management Volkhovskiy Pereulok, 1-3 199004 Saint-Petersburg, Russia +7 812 323 84 47 <a href="mailto:exchange@gsom.pu.ru">exchange@gsom.pu.ru</a>	<a href="http://spbu.ru">http://spbu.ru</a>  <a href="http://www.gsom.pu.ru">www.gsom.pu.ru</a>
Central office: Anna Porodina, Head of the International Academic Cooperation Department Universitetskaya nab. 7/9, 199034 Saint-Petersburg, Russia		

## B. Mobility numbers per academic year

### Basic principles

1. The exchange covers at least one semester and up to one academic year. During this period the student is required to attend a number of courses and seminars corresponding to the normal workload at the host institution.
2. Prior to the departure to the host institution, a *Learning Agreement* is drawn up for each individual student. Upon the basis of the courses available in the host department, this agreement sets out the details of the study programme, including the credits to be achieved. It is signed by the student and the academic coordinator both in the home and host institution.
3. Any changes to the *Learning Agreement* are agreed in writing as soon as they occur.
4. The student is assessed by the host institution, who will deliver to the academic coordinator of the home institution a *Transcript of Records*, listing the credits and grades achieved.
5. In accordance with the *Learning Agreement*, the home institution will give full academic recognition for the credits achieved in the host institution.
6. Registration fees in the host institution are waived for the student taking part in the exchange programme, provided he/she is enrolled at the home institution. Students enrolling at the host



institution towards a degree fall outside of the scope of the present agreement, and shall be subject to all regular registration fees.

7. The selection of exchange students is carried out by the home institution on the basis of criteria established jointly by the academic coordinators of the present agreement.
8. Apart from the registration fee at the host institution, all other costs will be borne by the student, including travelling expenses, living costs and health insurance.
9. All exchange students must have adequate health insurance coverage. They may be required to produce a letter from their insurance company certifying this when registering at the host institution.
10. Each individual student is responsible for obtaining his/her visa in time. The host institution will provide him/her with the appropriate documents.
11. Both institutions agree to promote the exchange of teachers and researchers, in particular for short term teaching assignments.

<b>From</b>	<b>To</b>	<b>Field of Study</b>	<b>Cycle</b>	<b>Numbers</b>
UCL/LSM	SPbU	Management, Business studies	Master	5
			Master: CEMS MIM	4
SPbU	UCL/LSM	Management, Business studies	Bachelor/Master	5
			Master: CEMS MIM	4

### C. Recommended language skills

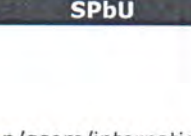
The sending institution is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period:

<b>Receiving institution</b>	<b>Language (s) of instruction</b>	<b>Recommended language of instruction level</b>	
			<b>Student Mobility</b>
UCL/LSM	FR/EN	Courses at the Louvain School of Management are taught in English and in French, we trust our partners to send students with a sound knowledge of one of these languages to be able to attend classes and take exams.	B2 recommended in French or English
SPbU	RU/EN	Courses at Graduate School of Management are taught in English and in Russian, we trust our partners to send students with a sound knowledge of one of these languages to be able to attend classes and take exams.	B2 recommended in Russian or English

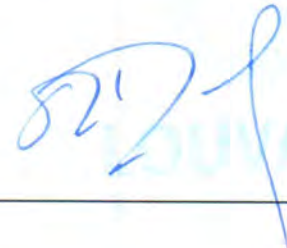


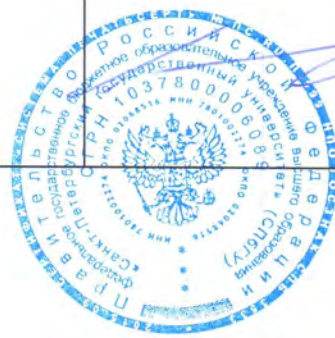
### D. Calendar

<b>Receiving</b>	<b>Autumn term</b>	<b>Spring term</b>
UCL/LSM	Receiving nominations : 20 April Receiving applications: 15 May	Receiving nominations: 20 October Receiving applications: 15 November
	1. Applications should be sent to the contact person at the faculty level, cf. <a href="http://www.uclouvain.be/en-exchange-application">www.uclouvain.be/en-exchange-application</a> 2. UCL faculty will send its decision a.s.a.p. and no later than 4 weeks after receiving the application 3. A Transcript of Records will be issued no later than 2 weeks after the official assessment period has finished	
	Nomination deadline: 1 April	Application deadline: 15 April
SPbU	Nomination deadline: 15 October	Application deadline: 25 October
	Nominations and applications should be carried out via online system <a href="http://www.gsom.spbu.ru/nomination/Authorization.aspx">http://www.gsom.spbu.ru/nomination/Authorization.aspx</a> <a href="http://www.gsom.spbu.ru/nomination/StudentAuthorization.aspx">http://www.gsom.spbu.ru/nomination/StudentAuthorization.aspx</a> A Transcript of Records will be issued no later than 2 weeks after the official assessment period has finished	

## E. Information

About	UCL/LSM	SPbU
Grading system	<a href="http://www.uclouvain.be/en-ects-grading">www.uclouvain.be/en-ects-grading</a>	 <a href="http://www.gsom.spbu.ru/en/gsom/international_general/int_students/">http://www.gsom.spbu.ru/en/gsom/international_general/int_students/</a>
Visa	<a href="http://www.uclouvain.be/en-visa">www.uclouvain.be/en-visa</a>	
Insurance	<a href="http://www.uclouvain.be/assurances">www.uclouvain.be/assurances</a>	
Housing	<a href="http://www.uclouvain.be/en-logement">www.uclouvain.be/en-logement</a>	
Special needs	<a href="http://www.uclouvain.be/en-aide-handi">www.uclouvain.be/en-aide-handi</a>	

## F. SIGNATURES OF THE INSTITUTIONS

Institution	Name, function	Date	Signature <sup>1</sup>
UCL/LSM	<b>Prof. Michel De Wolf</b> Dean of the Louvain School of Management	19-10-2016	 
SPbU	<b>Sergey Andryushin</b> Deputy Rector for International Affairs		 

<sup>1</sup> At UCL, departmental agreements will be signed by the Dean.