

# *STUDENT EXCHANGE AGREEMENT*



BETWEEN  
Universiti Brunei Darussalam  
AND  
Saint- Petersburg State University



## **I. INSTITUTIONS & PURPOSES**

The purpose of the Agreement is to establish an affiliation between Universiti Brunei Darussalam (hereinafter referred to as "UBD") and the Saint-Petersburg State University (hereinafter referred to as "SPbU") to implement a university-wide student exchange program.

## **II. DEFINITION**

In this Agreement, unless the content will otherwise imply, "Exchange" shall mean a one-for-one exchange of students from each university; "Exchange Students" shall mean students participating in the Exchange implemented herein; "Home Institution" shall mean the university at which the student intends to graduate; and "Host Institution" shall mean the university which has agreed to receive the Exchange Students from the Home Institution.

## **III. PRINCIPLES IN RECIPROCITY**

1. Exchanges may be reciprocal and balanced over the duration of this Agreement.
2. Exchange Students shall pay tuition and fees to their Home Institution while tuition and fees will be waived at the Host Institution.
3. Each University may send up to six (6) students per semester, as the number shall be calculated in terms of "student semesters/terms" (e.g., one (1) student for one (1) academic year equals two (2) student semesters/terms). However, this number may vary in any given year, provided a balance of exchanges is obtained over the term of the Agreement. The normal Exchange period shall be one (1) semester or one (1) academic year.
4. To encourage the active interchange of students, students from UBD will be permitted to engage in SPbU International Summer Campus program administered each year for **six (6) weeks** from June to August. In maintaining the balance of exchange, three (3) summer students will be admitted as the equivalent of one (1) full-year student.

5. The students from SPbU will be permitted to engage in UBD Global Discovery Programme administered each year for **four (4) weeks** at a specified dates as advised by UBD. In maintaining the balance of exchange, three (3) summer students will be admitted as the equivalent of one (1) full-year student.
6. In the event of an anticipated imbalance, either party may suspend or reduce intake or outflow of students to establish the balance.
7. Exchange Students will not be charged for application or tuition fees at the Host Institution. The Host Institution may collect certain mandatory fees (e.g., health services and administrative fees) from incoming students, which are not required by the outgoing students. All such fees will be specified in advance.
8. Exchange Students will be accorded the rights and privileges of regular attendance at the Host Institution, excluding the rights to matriculate and/or earn degrees at the Host Institution.
9. The Exchange program shall be administered through Deputy Director of Global Relations, Office of Assistant Vice-Chancellor (Global Affairs), Jalan Tungku Link, Gadong BE 1410 at UBD and the International Academic Cooperation Department, Universitetskaya nab. 7/9, 199034 Saint-Petersburg, Russia at SpbU.

#### IV. APPLICATION & ADMISSION

1. Students who wish to participate in the Exchange shall submit applications to the international programs coordinator (or other designated official) of their Home Institution.
2. Exchange Students shall be nominated on the basis of criteria determined by the Home Institution. However, all students must have completed at least two (2) semesters of study at the Home Institution before beginning the Exchange period and have demonstrated superior academic achievement and meet a language proficiency requirement, defined as the capability for a student to succeed academically at the Host Institution. The Host Institution reserves the right to review these students and to make the final decision concerning their admission.
3. The names of students undertaking the Exchange, together with relevant academic information, including a list of classes/modules each student wishes to take, will be sent to the Host Institution approximately **four (4) months** prior to the Exchange taking place.
4. The Host Institution international programs coordinator shall arrange for appropriate review of applications and selection of applicants, and shall notify successful candidates via the international programs coordinator for SPbU no later than **June 15<sup>th</sup>** for the fall semester/term and **November 15<sup>th</sup>** for the spring semester/term; and for the international programs coordinator for UBD no later than **June 15<sup>th</sup>** for the fall semester/term and **November 15<sup>th</sup>** for spring semester/term. This notification should include an evaluation



of the availability of preferred classes/modules.

5. While students nominated by their Home Institution will normally be accepted by the Host Institution, the Host Institution international programs coordinator retains the right to review these students and to make the final decision concerning their admission. Lack of availability of desired classes may result in denial of otherwise qualified applicants.
6. The Host Institution international programs coordinator will assist in the procurement of all visa documents for Exchange participants.

## **V. REGISTRATION, FEES, & RECORDS**

1. Exchange Students shall pay tuition and fees at their Home Institution. Neither university shall request charges from Exchange Students for tuition or application.
2. Students will receive all orientation and registration materials from their Host international programs coordinator with instructions to go through the normal registration procedures of that institution, abiding by the established deadlines. While effort will be made to assist students in enrolling in the classes they prefer, there is no guarantee of specific classes.
3. All students must register on a full-time basis. (At SPbU full-time enrollment requires at least 16 credits per semester and at UBD will be 16 credits per semester.)
4. Records will be established for Exchange Students as if they were regularly matriculated students of the Host Institution. An official transcript of course work and grade will be mailed to the Registrar of the Home Institution at the completion of each semester of attendance.
5. Any academic credit that the student receives from the Host Institution may be transferred back to the Home Institution in accordance with procedures determined by the Home Institution.
6. An Exchange Student who wishes to participate in a foreign language program in addition to the courses taken during the Exchange semester may do so upon payment of established session fees to the Host Institution.

## **VI. STUDENT OBLIGATIONS**

1. Exchange Students will be responsible for ensuring their own international transportation either arranged individually or by the sending institution. Travel costs will be the responsibility of the individual Exchange Students.
2. Exchange Students are responsible for securing their own financial support, and the Host Institution bears no responsibility for providing funds to an Exchange Student for any purpose.

3. Exchange Students are responsible for securing their own housing accommodations, but the Host Institution will provide assistance and support in locating appropriate housing. Students interested in living in university housing, if available, should apply to the housing office of the Host campus through the Host international exchange coordinator.
4. Exchange Students are required to be covered by health insurance valid in the Host country. Proof of health insurance valid in the Brunei Darussalam, or purchase of health insurance at UBD will be required for Exchange Students from SPbU. Exchange Students from UBD will be required to purchase valid in Russia health insurance with social, medical, hospital, and laboratory coverage, which also includes funerary repatriation.
5. The obligations of both institutions under this Agreement are limited to the Exchange Students only and do not apply to partners or dependants. Expenses of accompanying partners/dependants are the responsibility of the Exchange Students.
6. Each Institution reserves the right to dismiss any participating student at any time for academic or personal misconduct in violation of established regulations of the Host Institution and the Host Country. The dismissal of a participant shall not abrogate the Agreement for the arrangements regarding other participants. Exchange Students are subject to the same rules and regulations as local students.
7. Upon completion of the Exchange period at the Host Institution, the participating Students must return to their Home University. No extension of stay will be authorized unless otherwise specified by the Home Institution.

## **VII. PERIOD OF AGREEMENT & REVISION**

This Agreement shall be executed on the date of signature and remain in effect for **five (5) years**. It shall be extended automatically for an additional period of **five (5) years** at each expiration date unless either party gives **six (6) months'** advance notice in writing to terminate the Agreement. Both SPbU and UBD shall engage in mutual consultation and negotiation in the event(s) any major issue(s) arise in connection with this Agreement. In the case of any discrepancies arising from this Agreement, either institution may terminate with **six (6) months'** prior notice, provided that exchanges in progress, or agreed to, are not interrupted. In addition articles of this Agreement may be revised upon mutual consultation of the both parties herein.

## **VIII. FORCE MAJEURE**

Neither institution shall be held liable if the safe or effective operation of the program is prevented by conditions beyond its control including, but not limited to, Acts of God, natural disasters, epidemics, government restrictions, wars, insurrections and/or any other cause beyond the reasonable control of one or both of the institutions.

## **IX. ASSIGNMENT**



This Agreement shall not be construed as any form of transfer or assignment of infringement of intellectual property rights between both of the institutions.

#### **X. SETTLEMENT OF DISPUTES**

Any difference or dispute arising out of the interpretation, implementation or application of the provisions of this Agreement will be settled amicably by mutual consultation or negotiation between both parties without reference to any third party or international tribunal.

#### **IX. GOVERNING LAW**

This Agreement shall be governed by and interpreted in accordance with the laws of Brunei Darussalam.

For this purpose, the responsible parties will be the Vice Chancellor of UBD and the Deputy Rector for International Affairs of SPbU.

Signed on behalf of:  
**UNIVERSITI BRUNEI DARUSSALAM**

Signed on behalf of:  
For Federal State Budgetary  
Educational Institution of Higher  
Education  
**SAINT-PETERSBURG STATE  
UNIVERSITY**



**DR JOYCE TEO SIEW YEAN**  
Assistant Vice-Chancellor and Vice  
President (Global Affairs)  
Universiti Brunei Darussalam

Date: 08/08/2017



**PROF. SERGEY ANDRYUSHIN**  
Deputy Rector for International  
Affairs  
Saint-Petersburg State University

Date: 30.08.2017