



**PROTOCOL ON STUDENT EXCHANGE**

**between**

**SAINT-PETERSBURG UNIVERSITY, RUSSIAN FEDERATION**

**and**

**ECOLE HAUTES ETUDES INTERNATIONALES- ECOLE HAUTES ETUDES  
POLITIQUES - HEIP**

Federal State Budgetary Educational Institution of Higher Education «Saint-Petersburg State University» (hereinafter referred to as “Saint-Petersburg University/SPbU”), duly represented by its Vice-Rector for International Affairs Sergey Andryushin, acting on the basis of proxy dated 26.12.2018 № 28-21-503, on the one part,

and

Ecole Hautes Etudes Internationales- Ecole Hautes Etudes Politiques (hereinafter referred to as “HEIP”), duly represented by its Dean, Philippe Cattelat, on the other part,

hereinafter collectively referred to as Parties,

agreed to start their academic cooperation and have prepared to that effect the following Protocol on Student Exchange (hereinafter referred to as the “Protocol”).

**§ 1**

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

**§ 2**

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

2.1. The total number of exchange students per one academic year from each Party shall not exceed 4 (*four*) undergraduate or graduate students for study period of one term or 2 (*two*) for study period of one academic year. In the exceptional cases the exchange period can be prolonged for more than it is stipulated in this Protocol by mutual consent of the Parties. The Parties strive to distribute the candidates for exchanges evenly throughout the academic year and keep the balance of number of exchange students from each university annually.

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. All the expenses related to participation in the exchange in accordance with this Protocol, 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.

2.5. Each host institution will ensure that students receive the necessary documents for visa purposes. It is the responsibility of the individual student to apply for a visa in time. The host university assists the exchange student in arranging accommodation, at SPbU – at the dormitories of Saint-Petersburg University.

2.6. All the exchange students should have a medical insurance valid on the territory of the host country during the whole exchange period. Students are responsible to obtain adequate medical/health insurance coverage (including emergency medical evacuation, live insurance, accidental death and dismemberment insurance) to the satisfaction of the host university.

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. A Transcript of Records will be issued by the receiving institution no later than 2 (two) months after the end 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 academic privileges as the other students in the host university. Exchange students are not subject to the same scholarship payments that are available for host university students.

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

2.11. Partner institutions agree to provide appropriate assistance, which assumes no financial obligations of corresponding institution, in repaying accommodation debt in case such arise during mobility period of student at the host university.

#### 2.12. General Regulation on Data Protection

The Parties undertake to comply with their respective obligations in respect of the protection of personal data, in accordance with the provisions of the Regulation (EU) No 2016/679 of the European Parliament and of the Council of 27 April 2016 (hereinafter “GDPR”), and accordingly to sign the Standard Contractual Clause of the European Commission hereto appended.

### § 3

3.1. The Parties can, by mutual written consent, introduce changes and additions to this Protocol 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 Protocol, except as provided by law.

3.3. This Protocol will come into effect from the date of signing and will remain in force for 5 (five) years until 31.12.2024, but may be renewed by mutual written consent/unless either party terminates it by giving the other six months prior written notice. In the event of termination, any exchanges already underway shall be allowed to be completed.

3.4. Should any dispute, disagreement or claim arise between the Parties in concern of this Protocol, the Parties shall try to settle them by negotiations.

3.5 At HEIP, the management of the exchange will be the responsibility of the International Relations Service, and at Saint-Petersburg University it will be the responsibility of the International Academic Cooperation Department.

Contact Persons at HEIP:

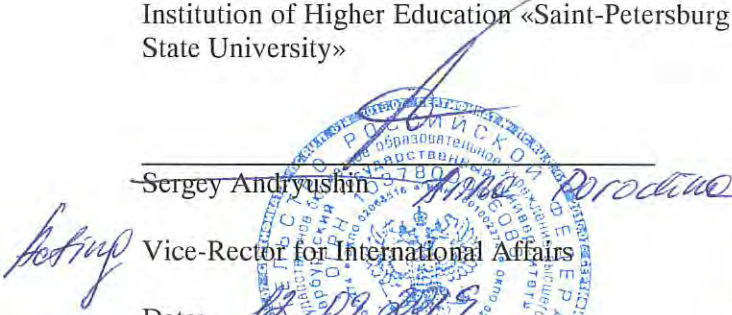
Agreement	Outgoing Students	Incoming Students
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Contact Persons at Saint-Petersburg University:

Agreement	Outgoing Students from St. Petersburg	Incoming Students to St. Petersburg
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This Protocol is prepared in two original copies in English; one copy for each Party.

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

  
Sergey Andryushin  
Vice-Rector for International Affairs

Date: 

For Ecole Hautes Etudes Internationales- Ecole Hautes Etudes Politiques - HEIP



Hautes Études Internationales & Politiques | INSEEC U.  
Philippe Cattelat

Dean

Date: 02/10/2019