



PROTOCOL ON STUDENT EXCHANGE

between

SAINT-PETERSBURG UNIVERSITY, RUSSIAN FEDERATION

And

KU LEUVEN, BELGIUM

On Behalf of Its Faculty of Social Sciences

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

KU Leuven (hereinafter referred to as “KU Leuven”) on behalf of its Faculty of Social Sciences, duly represented by its Rector Luc Sels, on the other part,

hereinafter collectively referred to as Parties,

agreed to continue 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 *International Relations* 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 2 (*two*) undergraduate or graduate students for study period of one term or 1 (*one*) 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.

The obligations of the Parties under this Protocol exclude spouses and dependents.

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. Each Party shall make a reasonable effort to assist participating students in finding suitable accommodation

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 insurance coverage (including emergency medical evacuation) to the satisfaction of the host university. At KU Leuven, students will be required to take a third-party liability insurance upon arrival.

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 1 (one) month 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.

§ 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. Both universities agree that if personal information (name, contact details, educational results/transcript of records, address and so on) is provided by the home university in the course of performing the agreement, the host university must:

- only use that personal information for the purpose of performing its obligation under this agreement;
- not disclose personal information to any third party except with the home university's prior written consent;
- take reasonable steps to protect the personal information from misuse, interference and loss, as well as unauthorised access, modification or disclosure;
- destroy the personal information it holds once it is no longer needed for any purpose for which it may be used or disclosure under this agreement (this obligation shall neither apply o back-up copies regarding electronic data communication nor to personal information or copies thereof that the host university is required to keep according to applicable law);
- comply with any directions of the home university concerning collection, use, storage or security of the personal information;
- ensure that all of its employees and contractors who are require to deal with personal information for the purpose of this agreement are made aware of the home university's obligations;
- notify the home university as soon as practicable if it becomes aware of an actual or potential breach of any of the obligations.

Both universities agree to only disclose the personal information:

- to such of its employees and contractors who are require to deal with the personal information for the purposes of this agreement; or
- to a third party if the disclosure is required by law, provided that one university notifies the other university immediately once it become aware of any such event and prior to any such disclosure.

The Parties agree that any personal data collected or generated pursuant to this Agreement will be processed fairly and lawfully by the Parties in accordance with the European Data Protection Directive. Each Party will ensure that it has in place and observes appropriate technical and contractual measures to ensure the security of the personal data and to guard against unauthorised or unlawful access to or processing of the personal data and against accidental loss or destruction of, or damage to, the personal data.

3.6. At KU Leuven, the management of the exchange will be the responsibility of the International Office of the Faculty of Social Sciences, and at Saint-Petersburg University it will be the responsibility of the International Academic Cooperation Department.

Contact Persons at KU Leuven:

Agreement	Outgoing Students from/to KU Leuven
Dr Ria Laenen International Relations Policy Adviser Faculty of Social Sciences Phone: +32 16 32 32 87 Email: ria.laenen@kuleuven.be	Ms. Sylvia Tutenel, Non-EEA Student Mobility Coordinator Phone: +32 16 32 60 45 E-mail: sylvia.tutenel@kuleuven.be

Contact Persons at Saint-Petersburg University:

Agreement	Outgoing Students from St. Petersburg	Incoming Students to St. Petersburg
Ms. Veronica E. Koytova The Head of the International	Mr. Maksim A. Kireev Outgoing Mobility Coordinator,	Ms. Ekaterina Y. Petryanina Incoming mobility Coordinator,

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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: *05.02.2020*

Anna Prodlina

For KU Leuven

Luc Sels

Luc Sels

Rector

Date: *05.02.2020*

Steven Eggermont

Steven Eggermont

Dean of the Faculty of Social Sciences

Date: *13/2/2020*