

№ 011-40-120-01574  
15.03.2021

**Memorandum of Student Exchange**

**between**

**Saint Petersburg State University**

**and**

**Freie Universität Berlin, School of Business and Economics (FUB)**

In light of the existing fruitful cooperation between the Saint Petersburg State University (hereinafter referred to as **SPbU**) and Freie Universität Berlin (hereinafter referred to as **FUB**), the two above-mentioned institutions agreed to establish the following reciprocal international student exchange program for graduate students in their respective fields of Business and Management, based upon principles of respect and reciprocity.

**SPbU** and **FUB** agree to establish an exchange partnership in accordance with the terms and conditions set forth. The purpose of this agreement is to enhance the educational experience and the cultural understanding of the students involved.

1. Subject to the availability of suitable candidates, each institution will send up to two (2) graduate students per academic year from their master programmes in Management. Every year the number can be adjusted with the consent of both institutions. Individual students may participate in the exchange program for one academic semester during the fall only. Each institution will keep a record of the students sent and received in any given year and will strive to maintain a balance of students exchanged in every five years.
2. Within the framework of this linkage, "home institution" will mean the institution in which a student was formally enrolled in as a degree candidate, and "host institution" will mean the institution that has agreed to receive students from the home institution for a period of study on a non-degree basis.
3. Exchange students will be enrolled as full-time and non-degree students undertaking research or taking courses at the host institution and will remain members of their home institution. Each exchange student will be subject to the rules and regulations of the host institution during the period of his or her stay. During the exchange term, exchange students will also have the rights and privileges enjoyed by all students of the host institution.



4. The home institution will be responsible for screening and selecting students for this program and for ascertaining that each participating student is academically qualified and proficient in the language of instruction that the host institution has noted. Thus, the student must:
  - a. have completed at least one year full-time study at the home institution;
  - b. have a good to excellent academic record;
  - c. display English language proficiency (TOEFL 90-100, IELTS 6,5);
  - d. meet all admission or specific requirements of the home institution and host institution.
5. Exchange students nominated by their home institution will generally be accepted by the host institution, while the host institution retains the right to review the students nominated for exchange and to make final admission decisions. In case the candidate should be rejected by the host institution for any reason, the home institution may nominate alternative candidates for consideration by the host institution on condition that such alternative applications could be made early enough for the host institution to arrange visa and other procedures in time for their proposed semester of admission. The host institution shall provide formal letters of admission and other documents for the students to enrol and study in the host institution.
6. The host institution will waive the tuition for taking courses for the exchange students. No monetary considerations will be exchanged between the institutions. Exchange students are fully responsible for all other expenses during their attendance at the host institution including but not limited to books and other necessary course material fees, housing, meals, transportation, health insurance, and personal and medical expenses.

Exchange students enrolled at FUB have to pay the so-called social fees. These are non-university fees and are paid for the student union as well as for a public transportation ticket for the whole area of Berlin for the entire semester.
7. Exchange students will be permitted to enrol in any course offered by the host institution for which they are qualified, subject to prior approval from their host institution, other requirements imposed by their home institution, specific requirements of their host institution's program, and places available.



8. Following the completion of an exchange semester, the host institution will send a formal transcript of records to the exchange student's home institution. Grading will be applied according to the system used by each host institution. The grade conversion from one system to the other will be determined by the exchange student's home institution. Each institution agrees that credits successfully earned at the host institution will be transferable to the home institution, subject to the maximum limit on transfer credits allowed by the home institution and to the applicability of the courses taken to the student's program at the home institution.
9. The International Office at SPBU and the International Office of the School of Business and Economics at FUB in coordination with the Student Mobility Office at FUB shall be the offices responsible for the administration of this student exchange program. Representatives from each institution will regularly exchange their respective information related to course registration and attending the host institution for the term of the exchange.
10. The host institution will attempt to secure housing for students who desire such accommodations, but in no event is either institution obligated to provide housing for any exchange student. As is customary, both institutions will assist the exchange students in this regard to the fullest extent possible, including appropriate assistance in registration, campus life, health, language, cultural adjustments and local custom that may arise.
11. Participating exchange students must have comprehensive health insurance valid in Russia / Germany for enrolment. Exchange students enrolled at FUB have to provide proof to the host institution that the insurance will cover the costs of health care during the period of the exchange prior to starting classes. The host institution may require exchange students to carry a local health insurance policy. A comprehensive health insurance in Germany is indispensable for obtaining a residence permit. Exchange students enrolled at SPBU are obliged to provide sufficient medical insurance coverage valid in Russia.
12. Each exchange student shall be responsible for obtaining a visa and related travel documents necessary to pursue studies at the host institution. Both institutions will assist when necessary in satisfying visa requirements and other necessary formalities for the exchange students, although it is the responsibility of the individual student to obtain a visa in a timely manner.





13. In the event an exchange student withdraws for any reason from the program of study prior to completion at the host institution, the withdrawal policies of that student's home institution shall apply.
14. Each party reserves the right to dismiss any exchange student at any time for academic or personal misconduct in violation of established regulations. However, this action will not be taken without prior consultation with the appropriate officials at the home institution. The dismissal of an exchange student shall not abrogate the memorandum for the arrangements regarding other exchange students.
15. Upon completion of the exchange term at the host institution, the exchange students must return to their home institution. The extension of stay shall be authorized by both institutions.
16. Obligations of this memorandum pertain to the direct participants under the program of exchange. Neither institution will be responsible for expenses incurred by spouses / partners and families of exchange students.
17. It is understood and agreed to in this memorandum that in the event of any dispute or conflict, both institutions shall act in good faith to resolve the conflict by adhering to and without violating the laws, regulations, procedures and customs of the host countries. Any dispute arising under the terms of this memorandum which cannot be resolved by the institutions shall be referred to an independent mediator, whom must be approved by both institutions.
18. This memorandum will come into force on the day when it has been signed by both parties and shall in the first instance be valid and binding for a term of three (3) years and shall renew itself automatically for a successive period of one (1) year. Both institutions may at any time review this memorandum and the actions taken under it. Modifications of this memorandum may be made by mutual agreement and confirmed through an exchange of letters. Should either party wish to terminate the memorandum, it must notify the other party in writing one (1) year prior to the date of termination. However, any participating students who have commenced at either institution, or whose exchange procedures have been started by the date of termination, may complete their courses of study.



Freie Universität




Berlin


Signed on behalf of the parties

Saint Petersburg State University


Freie Universität Berlin

  
Sergey Andryushin  
Vice Rector for International Affairs  
Saint Petersburg State University

Date: 15.03.21

  
Univ.-Prof. Dr. Dieter Nautz  
Dean  
School of Business and Economics

Date:

  
Univ.-Prof. Dr. Verena Blechinger-Talcott  
Vice President International

Date:

RNIG  
A 11 11 11