

Inter-institutional student and staff exchange agreement 2022/2027

N°01/1-70-138-CRISTY
19.08.2021

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 will be valid during the academic years 2022-2023 to 2026-2027 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	Erasmus code	Contact details	Website
Université catholique de Louvain (UCLouvain) Louvain School of Management LSM	B LOUVAIN01	Prof. Pierre Semal, Vice-Dean for International Affairs <u>Louvain-la-Neuve campus</u> Maureen Gillet Head of International Office Place des Doyens, 1 1348 Louvain-la-Neuve, Belgium Phone : +32 10 47 83 23 Fax : +32 10 47 83 24 E-mail : lsm-international-office@uclouvain.be	www.uclouvain.be/ects www.uclouvain.be/lsm
Central office: Administration des relations internationales, Place de l'Université 1, bte L0.01.06, B-1348 Louvain-la-Neuve, Belgium, tel. +32-10-47.81.32 (fax 40.75), erasmus@uclouvain.be			
St. Petersburg University (SPbU) Graduate School of Management GSOM	RU ST-PETE01	For Staff Exchange: Anastasia Kozik International Research & Technology Department Research Office St Petersburg University Tel.: +7 (812) 324-08-88 email: a.kozik@spbu.ru	http://www.ifea.spbu.ru/en/
		Alisa Stepanova, Head, International office a.e.stepanova@gsom.spbu.ru +7812 323 84 47	https://www.gsom.spbu.ru/en/about-gsom/international_general/activity/

B. Mobility numbers per academic year

Basic principles

- The exchange covers at least three months 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.
- 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.
- Any changes to the *Learning Agreement* are agreed in writing as soon as they occur.
- 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.
- In accordance with the *Learning Agreement*, the home institution will give full academic recognition for the credits achieved in the host institution.
- 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.
- 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.
- 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.
- 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.
- Each individual student is responsible for obtaining his/her visa in time. The host institution will provide him/her with the appropriate documents.

FROM	TO	Subject area [ISCED]		Cycle	Number of student mobility periods
		code	name		
B LOUVAIN01	RU ST-PETE01	0413	Management and Administration	Master	5 x 5 months ¹ = 25 months
				Master CEMS MIM	4 x 5 = 20 months
RU ST-PETE01	B LOUVAIN01	0413	Management and Administration	Master	5 x 5 = 25 months
				Master CEMS MIM	4 x 5 = 20 months

11. Both institutions agree to promote the exchange of teachers and researchers, in particular for short-term teaching assignments.

FROM	TO	Subject area [ISCED]		Number of staff mobility periods	
		code	name	Teaching	Training
B LOUVAIN01	RU ST-PETE01	0413	Management and Administration	1 x 1 week	individual agreement
RU ST-PETE01	B LOUVAIN01	0413	Management and Administration	1 x 1 week	individual agreement

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:

Receiving institution	Language (s) of instruction	For more details	Recommended language of instruction level	
			Student Mobility	Staff Mobility
B LOUVAIN01	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. www.uclouvain.be/en-exchange-language	B2 recommended in French or English CEMS MIM students: Equivalent of C1 (CEMS requirement)	C1 recommended in French or English
RU ST-PETE01	EN	Courses at GSOM, SPBU are taught in English, we expect our partners will send students with minimum English level equal to B2	B2	B2

D. Additional requirements (if applicable)

B LOUVAIN01	1. Bachelor's students should be currently enrolled in their fourth year of studies at the partner university/institution in order to follow LSM Master's courses. 2. Master's students should have a recognized bachelor's degree or equivalent and currently be enrolled in a Master's programme at the partner university/institution.
RU ST-PETE01	Bachelor students can attend only non-CEMS Master courses and being at their final year of studies given that there are places available and upon approval from the academic director of the receiving institution.

E. Calendar

Receiving	Autumn term	Spring term
B LOUVAIN01	Receiving nominations: 20 April Receiving applications: 15 May	Receiving nominations: 20 October Receiving applications: 15 November
	1. Applications should be sent to LSM International Office: <ul style="list-style-type: none"> Regular incoming students: Nominations and applications should be sent through the Mobility Online Platform. An identification code will be sent to the partner university in due time. CEMS incoming students: Nominations and applications should be sent through www.cems.org 2. UCLouvain faculty will send its decision a.s.a.p. and no later than 4 weeks after receiving the application	

¹ From B LOUVAIN01, the number of students has to be taken as a whole, i.e. up to 5 students for one term annually.

	3. A Transcript of Records will be issued no later than 2 weeks after the official assessment period has finished	
RU ST-PETE01	Final date for applications: 15 May Receiving nominations 25 April	Final date for applications: 25 October Receiving nominations 15 October
	1. Applications should be sent to exchange@gsom.spbu.ru	
	2. GSOM incoming students coordinator will send its decision no later than 4 weeks after receiving the application	
	3. A Transcript of Records will be issued no later than 4 weeks after the assessment period has finished	

F. Information

About	B LOUVAIN01	RU ST-PETE01
	(for up to date contact details, see web pages)	
Grading system	www.uclouvain.be/en-ects-grading	Please, contact the incoming students coordinator for information about the grading system exchange@gsom.spbu.ru
Courses catalogue	For regular incoming students, we highly recommend following our tracks specially designed for them: https://uclouvain.be/en/faculties/lsm/courses-exams.html For information and questions on courses for regular incoming students, please contact: lsm-exchangeadvisor@uclouvain.be For information and questions on courses for CEMS MIM students, please contact: cems@uclouvain.be	For regular incoming students, we recommend following our tracks specially designed for them: https://www.gsom.spbu.ru/en/about-gsom/international_general/int_students/ For information and questions on courses for regular incoming students, please contact: exchange@gsom.spbu.ru For information and questions on courses for CEMS MIM students, please contact: ustimenko@gsom.spbu.ru
Credit conversion system	(if applicable, a distinction can be made between Bachelor and Master levels) A full-time academic year at B LOUVAIN01 represents a workload of 60 ECTS credits. A full-time academic year at RU ST-PETE01 represents a workload of 60 ECTS credits. 1 ECTS credit (B LOUVAIN01) = 1 ECTS credit(s) (RU ST-PETE01)	
Visa	www.uclouvain.be/en-visa	https://www.gsom.spbu.ru/en/about-gsom/international_general/int_students/
Insurance	www.uclouvain.be/assurances	https://www.gsom.spbu.ru/en/about-gsom/international_general/int_students/
Housing	www.uclouvain.be/en-logement	https://www.gsom.spbu.ru/en/about-gsom/international_general/int_students/
Special needs	www.uclouvain.be/en-aide-handi	https://www.gsom.spbu.ru/en/about-gsom/international_general/int_students/

G. SIGNATURES OF THE INSTITUTIONS

Institution	Name, function	Date	Signature ^{2, 3}
B LOUVAIN01	Prof. Per Joakim Agrell Dean of the Louvain School of Management	19/08/2021	
RU ST-PETE01	Sergey Andrushin Vice Rector for International Affairs	04 08 2021	

² B LOUVAIN01: departmental agreements will be signed by the Dean. To be valid during the next academic year, they are to be registered at the UCLouvain International Office at the latest by November 30th of the preceding academic year.

³ Scanned signatures are accepted