



01/1-70-134-07514

**PROTOCOL ON STUDENT EXCHANGE**  
**between**  
**SAINT-PETERSBURG UNIVERSITY, RUSSIAN FEDERATION**  
**and**  
**BEIJING NORMAL UNIVERSITY, PEOPLE'S REPUBLIC OF CHINA**

**The 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 V. Andryushin, acting on the basis of proxy dated 26.01.2024 № 32-06-45, on the one part,

and

**Beijing Normal University (hereinafter referred to as “BNU”)**, duly represented by its Vice-President, ZHOU Zuoyu, 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 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 10 (*ten*) undergraduate or graduate students for study period of one term or 5 (*five*) students 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. The host university will assist the exchange student in arranging accommodation (at BNU: at the dormitories of BNU, at SPbU: at the dormitories of SPbU).
- 2.5. 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 living costs and any additional expenses connected to the participation in the exchange shall be covered by the exchange student.
- 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 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. All the exchange students receive a transcript of records at the end of the exchange period. If the transcript cannot be given directly to the student in accordance with the host university rules, it shall be put into the home university's disposal not later than 2 (two) months after the termination 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. The Parties 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, 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 BNU, the management of the exchange will be the responsibility of Office of International Exchange and Cooperation, and at SPbU it will be the responsibility of the International Academic Cooperation Department.

**Contact Persons at BNU:**

Agreement	Outgoing Students from BNU	Incoming Students to BNU
Name: Mr. WU Yujun Position: Director, Office of International Exchange and Cooperation Phone: +010 58801883 E-mail: wuyujun78@bnu.edu.cn	Name: Ms. HE Xi Position: Mobility Coordinator Phone: +010 58800325 E-mail: hexi@bnu.edu.cn	Name: Ms. HE Xi Position: Mobility Coordinator Phone: +010 58800325 E-mail: hexi@bnu.edu.cn

**Contact Persons at SPbU:**

Agreement	Outgoing Students from SPbU	Incoming Students to SPbU
Ms. Veronica E. Koytova The Head of the International Academic Cooperation Department Phone: +7 8123287562 E-mail: v.koytova@spbu.ru	Ms. Aleksandra Y. Kireeva Outgoing Mobility Coordinator Phone: +7 812 328 75 62 E-mail: a.y.kireeva@spbu.ru	Ms. Ekaterina Y. Petryanina Incoming Mobility Coordinator Phone: +7 812 328 75 62 E-mail: e.petryanina@spbu.ru

Two copies of this Protocol are signed in English; one copy for each Party.

For Saint-Petersburg State University



*Sergey V. Andryushin*  
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Sergey V. Andryushin  
Vice-Rector for International Affairs  
Date: 06.12.2024

For Beijing Normal University



*Zhou Zuoyu*  
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ZHOU Zuoyu  
Vice-President  
Date: 06.12.2024