



UNIVERSITÄT
HEIDELBERG
ZUKUNFT
SEIT 1386



PROTOCOL ON ACADEMIC EXCHANGE

between

SAINT-PETERSBURG STATE UNIVERSITY

and

HEIDELBERG UNIVERSITY

Heidelberg University, duly represented by the Vice-President Prof. Dr. Dieter W. Heermann and Saint-Petersburg State University, duly represented by the Vice-Rector for International Affairs Sergey Andryushin (proxy dated 30.12.2016 № 28-21-486),

hereinafter collectively referred to as Parties,

according to and basing on the Agreement on Cooperation between Saint-Petersburg State University and Heidelberg University signed in 1992, as well as the Protocol on Academic Exchange signed in 2009, agreed to continue their academic cooperation and have prepared to that effect the following Protocol on Academic Exchange:

§ 1

The Parties will conduct academic exchange of following Target Groups (TG):

- 1.1 **Target Group 1:** professors, instructors and researchers for scientific work, delivering lecturers, participating in conferences and sharing scientific and academic experience representing any field of science where mutual interest is shown.
- 1.2 **Target Group 2:** administrative staff delegations for coordination of programmes and evaluation of results of cooperation between the universities.
- 1.3 **Target Group 3:** undergraduate and graduate students for non-degree studies.
- 1.4 **Target Group 4:** young researchers under the age of 35 years, working as academic and research staff.

§ 2

The Parties agree to set following conditions for academic exchange of Target Groups listed in §1:

For TG1, TG2 and TG4:

- 2.1. Total annual quota for TG1 and TG4 exchange for each university will be up to 120 days, depending on the capacity of funds. Within these 120 days the total annual duration of research stays for TG 4 is limited to 45 days.
- 2.2. Administrative staff (TG2) visits should be agreed upon separately and should be conducted by necessity beyond the annual quota.
- 2.3. Upon arrival to the host university, the exchange participant will be paid a daily allowance (provided that the necessary funds are available):
 - 2.3.1. at Heidelberg University – in accordance with the norms set by the German Academic Exchange Service (DAAD);
 - 2.3.2. at Saint-Petersburg State University – in accordance with the norms set by Saint-Petersburg State University.
- 2.4. Travel expenses, both international and internal, are to be covered by the exchange participant, or by the sending university, or by a third party where available.
- 2.5. The host university should provide exchange participants with free accommodation if available.

For TG3:

- 2.6. The parties will exchange up to two (2) undergraduate or graduate students per academic year, depending on the capacity of funds.. The total annual quota of exchange for each university will be ten (10) months.
- 2.7. It is required that the exchange students are sufficiently competent in the language of the receiving party in order to be able to attend regular lectures and classes at the host university.
- 2.8. Exchange students will be exempted from paying tuition fees to the host institutions. Exchange students may be asked to pay other compulsory fees as according to the host university regulations. Exact information about such fees should be given on the stage of application.

2.9. Students participating in the exchange under the terms of this Protocol will receive (provided that the necessary funds are available):

2.9.1. at Heidelberg University:

- Participation at the Preparatory German Language Course in September or March (free of charge)
- Language instruction specially designed for exchange students during the semester (4 hours a week)
- A scholarship covering living costs in the amount set by the Baden-Württemberg Stiftung.

2.9.2. at Saint-Petersburg State University:

- Compensation in the amount equal to national scholarship for native students;
- Free of charge accommodation at the dormitories of Saint-Petersburg University.

2.10. Travel expenses, both international and internal, are to be covered by the exchange participant, or by the sending university, or by a third party where available.

For all Target Groups:

2.11. All exchange participants should have sufficient medical insurance valid during the whole exchange period. For students staying at Heidelberg University for one academic year German health insurance is compulsory. Accident and liability insurance is strongly recommended. Costs of insurances are to be borne by the exchange participant, or by the sending university, or by third party where available.

§ 3

3.1. Both Parties agree that the implementation of exchange conditions listed in § 2 depends on the availability of funds. Hence both Parties agree to inform each other about currently available exchange conditions on the stage of application/invitation.

§ 4

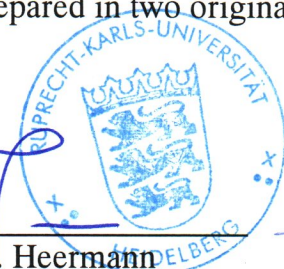
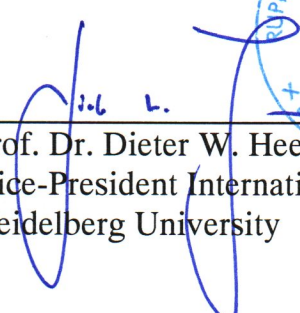
- 4.1. Proposals for academic exchange must be designed according to the rules of the receiving university and communicated to the partner university at least two months in advance in the case of TG1, TG2 and TG4 exchange.
- 4.2. Student applications (TG3) should meet following deadlines:
 - 4.2.1. at Heidelberg University: June 15th winter semester (1.10. – 31.03.) and December 15th summer semester (1.04. – 30.09.)
 - 4.2.2. at Saint-Petersburg State University: May 15th winter semester (1.09. – 31.01.) and November 1st summer semester (10.02. – 30.06.)
- 4.3. The host university will communicate its decision on the possibility of accepting an applicant as well as suggestions (if any) concerning modifications of the programme or the lengths of the visit, as soon as possible before the beginning of the visit. In case of consent, the receiving university will send a formal invitation for the exchange participant.
- 4.4. Both Parties shall lend all possible support to the exchange participants during their stay and especially in carrying out their research programmes. The host university will be responsible for the following:
 - 4.4.1. Designation of academic advisors
 - 4.4.2. Assigning place of work/study
 - 4.4.3. Providing access to the university library facilities
 - 4.4.4. Rendering cooperation in getting access to libraries and archives outside the university. Details should be given to the host university together with the application forms;
 - 4.4.5. Assistance in organizing trips to other cities of the host country when necessary for fulfilling the research programme. Excess costs are to be covered by the participants.

§ 5



- 5.1. The Parties can, by mutual agreement, introduce changes and additions to this Protocol in order to improve the effectiveness of cooperation.
- 5.2. This Protocol on Academic Exchange will enter into force in the year 2017. It will remain valid for five (5) years. The Protocol can be changed or terminated if both parties desire, but at least six (6) months notice must

be given before the expiry date. At the end of the five-year term, the agreement will be extended automatically for a further five (5) years if no official request otherwise is taken into account.

This Protocol is prepared in two original copies in English, one for each Party.



Prof. Dr. Dieter W. Heermann
Vice-President International Affairs
Heidelberg University



Sergey Andryushin
Deputy Rector for International Affairs
Saint-Petersburg State University

01.06.2017