



## PROTOCOL ON STUDENT EXCHANGE

between

**SAINT-PETERSBURG UNIVERSITY, RUSSIAN FEDERATION**

and

**CHARLES UNIVERSITY, CZECH REPUBLIC**

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 31.12.2019 № 28-21-506, on the one part,

and

Charles University (CU) located at Ovocný trh 560/5, 116 36 Prague 1, Czech Republic, VAT No.: CZ00216208, ID No.: 00216208, duly represented by its Rector, Professor Tomáš Zima, MD., DSc., on the other part,

hereinafter collectively referred to as Parties,

agreed to continue their academic cooperation acting on the basis of the bilateral Protocol on Student Exchange, duly signed on 3. 6. 2011, 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 6 (six) undergraduate or graduate students (including Ph.D. students) for study period of one term or 3 (three) 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. However, each party should be prepared to consider a disparity in any given semester or year during the term of the agreement. Any imbalances shall be resolved by the end of the period of agreement as set forth in paragraph 3 below.

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 and regular academic fees, which normally apply to all students, 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. Students participating in the exchange under the terms of this Protocol shall be provided:

at Charles University:

- A monthly scholarship, which will not be less than cost of a recommended and available dormitory and will cover some part of living costs.
- The amount of such a scholarship shall be announced before the selection.

at Saint-Petersburg University:

- Free of charge accommodation at the dormitories of Saint-Petersburg University;
- Coverage of living costs in to amount equal to national scholarship for native students.
- The amount of the coverage of living costs shall be announced before the selection.

All the expenses related to visa, medical insurance, medical costs not covered by insurance, liability insurance, books and other educational materials, travel expenses as well as food, living costs and any additional expenses connected to the participation in the exchange shall be covered by the exchange student. Neither university shall be held liable for such charges.

2.5. Each host institution will ensure that students receive the necessary documents for visa purposes. The host institution will provide the necessary forms. It is the responsibility of the individual student to apply for a visa in time. Students must also provide any financial documentation required by the host university for visa purposes. Maintaining appropriate visa status is also the responsibility of the students. The host university assists the exchange student in arranging accommodation: at SPbU – at the dormitories of Saint-Petersburg University, at Charles University– at the dormitories of Charles University.

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 (including emergency medical evacuation, live insurance, accidental death and dismemberment insurance) to the satisfaction of the host university. Students will be required to provide proof of adequate health and personal liability insurance applying to life, health, and property claims including consequential financial damages, effective for the duration of their exchange program, under terms to be specified by each host institution, before traveling to the host institution.

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.

There is no expectation or obligation for the host institution to provide financial assistance to incoming students. However, if the host institution wishes to provide financial assistance (for example a grant, stipend or scholarship) to a student, the host institution must notify the home institution in writing of the source and amount of such funding.

2.10. The Parties will assist exchange students in all practical and academic matters, especially concerning obtaining visa, accommodation, and academic integration.

### § 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 becomes effective on the date of its publication in the Czech Contracts Register in accordance with Act No. 340/2015 Sb., on special conditions for the effect of some contracts, the publication of such contracts and the register of contracts (the Contracts Register Act), as amended. The contracting parties expressly stipulate that Charles University assumes responsibility for publication of this agreement in the Contracts Register in line with Act No. 340/2015 Sb., as amended. The publication will be executed within one week after the signed Agreement is delivered to the International Relations Office, Charles University.

3.4 The Protocol shall be valid for 5 (five) years during the period from 2020 till 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.

3.5. Should any dispute, disagreement or claim arise between the Parties in concern of this Protocol, the Parties shall try to settle them by negotiations. The procedure of the settlement is subjected to the Framework Agreement of the cooperation.

3.6. Cooperation of the Parties within the framework of the present Protocol shall be carried out in accordance with the Framework Agreement for Cooperation, as well as procedures, policies and practices of each Party and in accordance with the law of the Russian Federation and the law of the Czech Republic.

3.7. At Charles University, the management of the exchange will be the responsibility of the International Relations Office, and at Saint-Petersburg University it will be the responsibility of the International Academic Cooperation Department.

Contact Persons at Charles University:

Agreement	Outgoing Students from Prague	Incoming Students to Prague
International Relations Office Rectorate of CU E-mail: zahran@cuni.cz Phone: +420 224 491 302	International Relations Office Rectorate of CU E-mail: zahran@cuni.cz Phone: +420 224 491 302	International Relations Office Rectorate of CU E-mail: zahran@cuni.cz Phone: +420 224 491 302

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 Academic Cooperation Department Phone: +7 8123287562 E-mail: <a href="mailto:v.koytova@spbu.ru">v.koytova@spbu.ru</a>	Mr. Maksim A. Kireev Outgoing Mobility Coordinator, Phone: +7 812 328 75 62 E-mail : <a href="mailto:m.a.kireev@spbu.ru">m.a.kireev@spbu.ru</a>	Ms. Ekaterina Y. Petryanina Incoming mobility Coordinator, Phone: +7 812 328 75 62 E-mail: <a href="mailto:e.petryanina@spbu.ru">e.petryanina@spbu.ru</a>

3.8. This Protocol is prepared in two original copies in English; one copy for each Party.


For the Federal State Budgetary Educational Institution of Higher Education «Saint-Petersburg State University»

  
Sergey Andryushin

Vice-Rector for International Affairs

Date: 13.02.2020

For Charles University

  
Professor Tomáš Zima, MD., DSc.

Rector

Date: 27.2.2020