



**STUDENTS AND SCHOLARS Exchange Program Agreement
(SSEPA)**

BETWEEN

Sharif University of Technology, Iran

AND

Saint-Petersburg University, Russia

Sharif University of Technology, I.R. Iran ("SUT") and 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 Andryushin, acting on the basis of proxy dated 07.12.2017 № 28-21-410 wishing to have cooperative relations and promote the enrichment of their education and research programs, agree to develop a relationship in accordance with the terms and conditions set forth in this Students and Scholars Exchange Program Agreement ("SSEPA").

I. SCOPE OF COOPERATION

The areas of cooperation include, subject to mutual written consent, any program offered at either university that both SUT and SPbU agree would be feasible and would contribute to the fostering and development of the cooperative relationship between two universities.

II. STUDENT EXCHANGES

A. Definitions : In this SSEPA, "exchange students" shall mean students participating in the exchange implemented under the terms and conditions of this document; "home institution" shall mean the university from which the student intends to graduate; and "host institution" shall mean the university that has agreed to receive the exchange students from the home institution. Exchange students may be full time undergraduate or graduate students registered at the host institution to engage in course work or a combination of research and course work.

B. Duration : A maximum of two (2) students will participate in the exchange between the Universities in each academic year. Two exchange students enrolling for one semester of study is equivalent to one exchange student enrolling for one academic year of study. The Exchange Program aims for parity in the number of students exchanged over the term of the Agreement. If either university is unable to send the students for one semester of study in any year during the Term of the Agreement, then that university will be eligible to send additional exchange students, equal to the deficit, in the following year during the Term of the Agreement.

C. Point of Contact : Each party shall appoint a program coordinator to be the point of contact with the other and with the visiting exchange students. It will be the responsibility of the program coordinator to advise the exchange students or designate an appropriate academic advisor, to oversee the exchange students' progress, and to assist them in their interactions with non-academic officials. This official will also maintain contact with home institution students studying at the host institution, and will be responsible for discussions leading to updates or other amendments to this SSEPA. The Dean of International Affairs at SUT will serve as program coordinator.



At SPbU the Head of the International Academic Cooperation Department will act as a program coordinator. Each institution agrees that information regarding an exchange student shall be made available to the parties hereto, and to the exchange student, and not to any third party.

D. Length of Stay: Upon completion of the approved academic program at the host institution, the exchange students must return to the home institution, unless both cooperating universities approve the extension of stay.

E. Rules and Regulations: During the period of participation in the exchange program, all exchange students will abide by the policies, rules, and regulations in effect at the host institution and the host country. Exchange students whose academic work or behavior is deemed not suitable may be terminated from participation in the exchange program by mutual consent of the program directors for both institutions. Notwithstanding the foregoing, in instances where the program director for either institution determines that an exchange student's termination is necessary for reasons of health or safety, that program director may act unilaterally to remove the exchange student in question from the exchange program. In such instances, the other program director will be notified promptly of the termination and the reason(s) for it.

F. Health Insurance: To be eligible to participate in the program, all students must purchase the medical insurance required by the host institution preferably prior to arrival at the host country. The costs of any health insurance required, as well as any medical expenses not covered by such insurance, shall be the personal responsibility of the students.

G. Passports and Visas: Each year, SUT will submit to SPbU the names and all required documents of participating students four months prior to the beginning of the exchange program, and SPbU will send to SUT a letter of acceptance or otherwise for each student at least two months prior to the beginning of the exchange program. Each year, SPbU will submit to SUT the application and required documents for SPbU students participating in the exchange program at least four months prior to the beginning of the program, and if accepted, SUT will submit to SPbU the required visa documents for each student at least two months prior to the beginning of the exchange program.

H. Responsibilities of the Host Institution: The host institution will assist exchange students with orientation, registration, visa related matters, transportation, housing, meals, and campus life and activities, as needed. The host institution will register the exchange students and will provide information and advice on course schedules. The host institution will assist the exchange students to obtain appropriate housing. At the end of the study period, the host institution will issue an official transcript of the student's academic work.

I. Selection of participants: Undergraduate students in their final or prefinal year, and graduate students enrolled at the home institution for at least one semester will be eligible for the exchange. The home department will screen applicants and will send to the host institution the applications for as many exchange students or visiting scholars as have been allocated places for the following academic year. The host institution will make final determinations on the admissibility of each student nominated for the exchange.

The host institution retains the right to refuse any applicant if the applicant does not fulfil the minimum requirements of the host institution and those specific to the College/Department to which application is made. The host institution reserves the right to exclude students from restricted enrolment programs.



Completed application forms must be submitted by the host institution's established deadline. Both institutions will provide application packages and up-to-date information for applicants. If requirements are revised, the host institution must inform the other institution promptly in writing.

J. Finances: All travel, accommodation and living expenses, including airfare, meals, administrative, health care, and any costs for processing visas, will be borne by the exchange student. This financial arrangement may be varied by mutual agreement of the home and host institutions, thus allowing for greater flexibility in the number of participants. Students will pay tuition only at their home institution. Exchange students are not subject to the same scholarship payments that are available for host university students.

III. RESEARCH

Exchange students desiring to combine course work and research at the host institution will submit their request at the time of application. The program director at the home institution will assist the student in identifying appropriate research groups at the host institution. The program director at the host institution will place students in research groups, depending on availability. These students will receive credit for their research and will receive an official transcript from the host institution, if there is a provision for crediting such research projects at the host institution.

Advanced undergraduate or graduate students interested in conducting only research at the host institution, without taking courses, will apply to participate in the program and will be placed in appropriate research groups by their advisors and program directors at SPbU and SUT, depending on availability. These students will be count as exchange students. For each SUT student enrolled as exchange students at SPbU, a SPbU student will be able to enroll at SUT as a visiting research scholar or exchange student, and a parity will be maintained in the number of visiting research scholars or exchange students.

IV. RENEWAL, TERMINATION AND AMENDMENT

This SSEPA shall take effect on the Effective Date and shall remain in effect till the expiry of the original MoU between the parties, or a period of five years, whichever is earlier.

The SSEPA may be extended or amended only by mutual written consent of the two institutions. Such amendments, once approved in writing by both institutions, will become part of this SSEPA.

IN WITNESS WHEREOF, the parties hereto have offered their authorized signatures below:

For Sharif University of Technology

For Saint-Petersburg University

Professor

President

Sergey Andryushin

Vice-Rector for International Affairs

Date: _____, 2018

Date: 20.07., 2018