



INSTITUTO
SUPERIOR
TÉCNICO

**Student Exchange Agreement
between
Instituto Superior Técnico
and
Tomsk Polytechnic University**



Tomsk Polytechnic University, Tomsk, Russian Federation, hereafter referred to as TPU, and Instituto Superior Técnico, Lisbon, Portugal, hereafter referred to as IST, hereby record their intentions to promote and enhance opportunities for student exchange between their universities and in order to realize the following agreement on student exchange herewith conclude:

Each University will accept exchange students from the other university starting from the academic year 2011-2012:

1. Duration of Stay

The duration of stay for exchange students at the host institutions shall be for a maximum of two academic semesters.

2. Number of Exchange Students

Each institution may send and accept three students each academic semester. The number of students exchanged does not have to be exactly reciprocal each year. The aim is to reach a balance over the term of the Agreement.

3. Status of Exchange Students

Exchange students shall be enrolled as non-degree students at both parties. Exchange students from TPU will include both undergraduate (bachelor's – 4th year of studies), graduate (master's) or postgraduate level. IST exchange students will include M.Sc or PhD students.

4. Applications

Every semester, each university may nominate three students, at either undergraduate or graduate, postgraduate level to participate in the exchange program. The host university shall make the final admission decision in each case. The applications must meet the deadlines designated by each party.

5. Study Programme and Evaluation

Each student shall follow the study programme at the host institution in consultation with academic advisors of both home and host institutions. The academic performances shall be evaluated according to the regulations of the host institution.

6. Language Requirements

Exchange students from both universities should have efficient command of English language or of the official language of the host institution. The teaching language will be English unless the students require to be taught in the official language of the host institution.

7. Academic Record and Accreditation

The host institution shall give the exchange student an academic transcript in English for courses taken during the exchange period. Academic credits will be given according to the regulations of the home institutions, together with ECTS grades and credits, whenever possible.

8. Tuition Fees and Student Services

Exchange students are exempted from paying the application, admission and tuition fees to the host institution.

Full range of services normally available to foreign students enrolled at the host university shall be provided to exchange students.

9. Insurance

All exchange students are required to carry adequate health insurance (including hospitalisation) for the exchange period.

10. Living Expenses

Personal expenses including travel expenses, accommodation costs, health care fees, material costs etc. shall be the responsibility of each student.

11. Accommodation

The institutions will render assistance to the students in finding residence accommodation.

12. Visa Arrangements

A letter of invitation from the host university will be provided to facilitate visa requirements.

13. Information Service

Each university will provide to the partner annually the information on curriculum etc. needed for arranging the student exchange.

14. Program Coordination

To facilitate the coordination of the programs, each party will designate one person as a contact point.

The TPU contact point will be Oleg Boev, Centre for International Academic Programmes, Director; Tomsk Polytechnic University, off.333, 30, Lenin ave., Tomsk, Russia, 634050; tel: +7 (3822) 56 33 50, 56 32 36, fax: +7 (3822) 564 651; e-mail: ovb@tpu.ru

The IST contact point will be Silvia Santos, Mobility and International Cooperation Office, Coordinator, Instituto Superior Técnico, Main Building, Av. Rovisco Pais, 1040-001 Lisboa, Portugal, tel.: +351 21 841 9545, fax: +351 21 841 9280, e-mail: silvia.santos@ist.utl.pt.

15. Term of Validity

This agreement will become valid after the final signature and be effective for 5 academic years (from 2011 until 2016).

Either party shall have the right to terminate the agreement by informing the other party in writing one year in advance. Notwithstanding the withdrawal from the agreement, both parties will commit to fulfil their obligations with respect to the accepted exchange students.

This agreement has been written in four original copies in English and Russian which are equally valid.

for Instituto Superior Técnico

for Tomsk Polytechnic University

António Cruz Serra

President

Date:



Petr S. Chubik

Rector

Date:

