

SPECIFIC COLLABORATION AGREEMENT FOR A STUDENT EXCHANGE PROGRAMME

Between

Federal State Autonomous Educational Institution of Higher Education “National Research Tomsk State University”, hereafter referred to as TSU,
represented by Rector Prof. Eduard V. GALAZHINSKIY ,
Lenin Avenue 36, 634050 Tomsk, Russia

and

Institut Teknologi Sepuluh Nopember, hereafter referred to as ITS
represented by Rector Prof. Joni Hermana
Kampus ITS Sukolilo, 60111, Surabaya, Indonesia

Preamble

Under the current academic, scientific and cultural collaboration agreement, both institutions are interested in organizing a student exchange programme, given the benefits that this activity will bring both universities in the achievement of their goals and objectives in their respective fields of study, under the terms of the following:

Article1. The Purpose of the Agreement.

The purpose of this agreement is to establish of a student exchange programme between the universities taking part, to specify conditions of the student exchange (number of students, number of months, studies, etc.).

Article2. Selection and admission of candidates.

Each university must determine the selection process for students from its own institution who are interested in taking part in the exchange programme.

Applications that are selected by the home university must be sent to the corresponding body of the host university at least 3 months before the beginning of the relevant semester. The said body will process them and make their final decision known regarding the applications' acceptance or rejection at least 2 months before the beginning of the said semester. In the case of the TSU, the Center for Joint Academic Programs shall be responsible for these procedures. In the case of the ITS, it shall be the International Office.

The host institution shall have the right to reject any applicants presented.

Both universities shall name an appropriate member of their academic or administrative staff to serve as the exchange coordinator. That individual shall be responsible for liaison related to the exchange between the two institutions and for coordinating all aspects of the exchange.

• at TSU: Polina Sharypina, Deputy director of Centre for Joint Academic Programmes

- at ITS: Dr. Maya Shovitri, Deputy Head of Admission and Mobility

Article3. Academic programme.

Each university must appoint a tutor to give students guidance on academic aspects of the exchange and on the drafting of a study programme.

This study programme must be reflected in the learning agreement, and it must be approved by the home university and made known to the host university before the beginning of the student's stay.

Exchange students may register at the host university for those subjects they have agreed with their home university, unless there are no vacant places due to a restriction on student numbers.

Article4. Academic recognition.

Subjects taken at the host university shall be recognized in the student's academic records at their home university in accordance with the learning agreement established between the student and their home university.

The host university must issue an academic certificate (Transcript of records) that indicates the subjects the student has taken and the marks obtained.

The home university shall be responsible for recognizing those subjects taken based on the marks obtained at the host university.

Article5. Students' Rights and obligations.

Exchange students registered at the host university have the same privileges and can use the same medical, sporting and other services available to local students.

At the same time, they shall also be subject to the same statutes and regulations as those applied by the host university to local students. Similarly they shall be subject to national legislation.

Article6. The exchange period.

The exchange period must be adapted to conform to the academic calendar of the host university. The maximum stay of students at the host institution under the terms of this Agreement shall be 1 year, and the minimum stay shall be 2 months.

Article7. Funding.

The maximum number of students enrolled from each Party is 5 students per academic year. The total number of students exchanged under this Agreement should be balanced each academic year, although a slight imbalance will be accepted.

Tuition fee if it is provided must be paid at the home university. Education at the host institution is free, only the cost of registration fees should be paid. ITS can only provide tuition waive for 6 months. In case, the students are doing exchange for more than 6 months, they shall pay tuition fee by themselves.

No percentage of the registration fee shall be returned if a student abandons the exchange programme.

The cost of transport, medical insurance, accommodation and feeding must be paid for by the students, although this does not preclude applications for grants or aid of different kinds.

Article 8. Students' responsibilities.

Each student shall be responsible for taking out medical and accident insurance and for keeping their passport and corresponding visa in order, together with any other personal formality that might be required by the governments of both countries during the period of their stay.

Article 9. Other regulations.

For matters not regulated by this Agreement, the student mobility regulations of each university shall be observed.

Article 10. Duration of the Agreement.

This agreement shall enter into effect on the date of its signature. It shall be valid for a period of 5 years. By common accord, both parties may propose its amendment or termination, giving six months' advance notice before the date envisaged for its amendment or cancellation. If the agreement is terminated, both parties agree to complete any exchanges that are in progress at that time.

All disputes and disagreements that may arise out of this agreement or in connection therewith will be solved by negotiation between the parties. If the parties do not reach an agreement in accordance with this article, all disputes shall be solved according to legislation on a case to case basis.

The present Agreement has been drawn up in 6 hard copies : 2 in Russian, 2 in Indonesia, and 2 in English. All copies in each language share the equal legal force.

Surabaya, « 4 » March 20__.

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Rector of Institut Teknologi Sepuluh
Nopember
Professor Joni Hermana



Tomsk, « » _____ 20__.

Rector of Tomsk State University,
Professor Eduard Galazhinskiy



Appendix1
Scale of academic grade conversion

100- grade system (ITS)	Alphabetical Score	Assessment criteria	4 –grade system (TSU)
81-100	A	Excellent level of knowledge	Отлично
71-80	AB	Very good level of knowledge	Хорошо
66-70	B	Good level of knowledge	
61-65	BC	Sufficient level of knowledge	Удовлетворительно
51-60	C	Fair level of knowledge	
41-50	D	Poor level of knowledge	Неудовлетворительно
0-40	E	Very poor level of knowledge	