



**AGREEMENT**  
**on cooperation within the framework of a Double Degree**  
**Bachelor Programme**

between

Peter the Great St. Petersburg Polytechnic University, Russia  
(hereinafter referred to as SPbPU)

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and

Hochschule Stralsund – University of Applied Sciences  
(Stralsund, Germany)  
(hereinafter referred to as HOST)

## 1. Partners

- I. **Peter the Great St. Petersburg Polytechnic University**, represented by Prof. Dr. Dmitry Arseniev (Vice-Rector for International Affairs), represented by the Institute of Industrial Management, Economics and Trade, hereafter referred to as “SPbPU”;
- II. **Hochschule Stralsund, University of Applied Sciences, Germany** represented by Prof. Dr.-Ing. Petra Maier (Rector) represented by the Hochschule Stralsund, hereafter referred to as “HOST”

agree to cooperate in establishing and realization of a Double Degree Bachelor Programme developed by the above-mentioned universities.

## 2. Subject of the agreement and aims

This agreement describes the academic and administrative conditions concerning the realization of a Double Degree Bachelor Programme supporting the exchange of students between SPbPU, Institute of Industrial Management, Economics and Trade and HOST, Hochschule Stralsund, School of Business Studies. The Double Degree Bachelor Programme is designed to give a highly qualified specialization in the field of international trade, economics and management. The program gives HOST students and SPbPU students a possibility to receive two degrees, one from each partner university respectively. The students receive a Bachelor of Arts (B. A.) degree from HOST [Bachelor degree program “International Management Studies in the Baltic Sea Region” (BMSIB)] and a Bachelor of Science in Economics from SPbPU (Bachelor degree program “International Trade”). This is based on the principle that the participating students have to fulfill the requirements of both study programs.

The agreement permits HOST and SPbPU students to participate in the Double Degree Bachelor Programme. The Partners will agree on and adopt procedures for application, student selection, admission, enrolment and examinations. Students should be enrolled for at least one academic semester of their studies at the partner university, SPbPU or HOST. The language of instruction for the Double Degree Bachelor Programme is English.

This agreement is supplemented with two appendices, which include information on the degree programs in question, admission procedures, detailed curricula and other matters concerning the relevant study and living arrangements.

### **3. Structure of the program**

The workload of the Bachelor degree programme is 240 ECTS. The curriculum has been matched between the partner universities. Academic achievements obtained at the partner universities will be recognised by the other partner. A transcript of grades will be provided based on examinations administered by the partner university. Credits granted for courses taken at the partner university, to be transferred into the home university's program, are communicated in the Match Matrix (see Appendix II to this Agreement). Converting of grades for courses taken at the partner university into the home university's program is communicated in Appendix I to this Agreement.

### **4. Responsibilities of the Contracting Parties**

HOST and SPbPU agree to use available resources to ensure the quality of their educational services and to meet the national educational standards.

The sending institution shall provide eligible applicants with detailed information about the conditions of participation in the degree program carried out in accordance with this Agreement. The sending institution shall ensure the eligible applicants follow the application process described in the appendices.

Both institutions shall notify each other of any changes in the curriculum of the relevant bachelor degree program, which may affect successful implementation of the program under this Agreement.

The receiving institution has the right to accept or reject applicants selected and nominated by sending institution.

Both institutions shall ensure that the accepted students have access to the same social and academic facilities as all the other students at the receiving institution.

The receiving institution registers the accepted students as degree students for the whole duration of their study period in accordance with this Agreement and the appendices.

### **5. Responsibilities of the Students**

The Students are responsible for in-time submission of documents in accordance with the application procedure, specified in the appendices.

The Students agree to accept the rules and conditions of the receiving institution by registering as students at the receiving institution.

The Students are responsible for taking out adequate health insurance coverage for the entire duration of their stay abroad. Neither SPbPU nor HOST are liable for the health care costs of the Students.



The students are responsible for obtaining their entry visa in due time.

The students agree to cover their own travel, living and other personal expenses.

The students agree to follow the financial conditions detailed in the Agreement and its appendices.

## **6. Academic conditions**

### **6.1. Scope of agreement**

Students of both Universities (HOST and SPbPU) are eligible to participate in the double degree programme. A preliminary selection of the candidates for the programme will be carried out by the program coordinators and International offices of both universities.

All teaching and assessment-related activities to this degree program will be conducted in English. The language requirement for the Double Degree Bachelor Programme is English B2 or higher (according to the Common European Framework). Applicants have to prove sufficient proficiency in English by presenting certifications.

### **6.2. Admission procedure**

Both parties guarantee that participants of the Double Degree bachelor programme will be selected according to their academic, personal, and linguistic qualifications. To enter the Double Degree bachelor programme, students first have to be admitted to the Bachelor Programme in “International Management Studies in the Baltic Sea Region” (BMS) or “International Trade” respectively, at their home universities. The academic year both at SPbPU and at HOST starts on 1st September.

The first five semesters of the Double Degree Bachelor Programme for SPbPU’s students will take place at SPbPU. After successful completion of the first five semesters, the sixth semester will take place at HOST. The last academic year for SPbPU’s students will take place at SPbPU.

The first five semesters of the Double Degree Bachelor Programme for HOST’s students will take place at HOST. After the successful completion of the first five semesters the sixth semester will take place at SPbPU. The last academic year for HOST’s students will take place at HOST.

Applications are evaluated first by the home university and then presented to the partner university (which will become the student's host university) for review and approval. To be admitted to the program, students must meet all graduate admission policies at both universities, and must have advisors who agree to advise them at both universities. Admission procedure is defined in Appendix I in detail.

### 6.3. Curricular conditions

**Required credits.** Students are required to gather at least 30 credits in the partner university according to **Exchange Semester Match Matrix** presented in Appendix II.

To get both degrees SPbPU and HOST students are required to gather 240 credits (in accordance with the study plans in Appendix II).

The changes to the plan of study shall be updated in Appendices to the agreement. The substitution of professors might cause a change in titles of courses. In this case, the learning objectives of courses remain the same according to the higher education legislation in Stralsund and St. Petersburg respectively.

Any deviations from the study structure as stated in the agreement shall be approved jointly by the partner institutions by means of mutual written agreement.

**Course overlap.** The content of courses attended at both institutions might slightly overlap. A slight deviation in the list of curriculum disciplines is possible, which can be addressed by students during their studies at the partner institution.

**Bachelor thesis.** The bachelor thesis is graded by the respective examination diploma boards of SPbPU and HOST based on the grades of the SPbPU and HOST advisors and according to the respective regulations.

All students have to issue their final Bachelor thesis in two versions according to the formal requirements of both universities. The grade given by the Professors of HOST will apply to the credits of HOST for the Bachelor Thesis. The Bachelor thesis must be defended either in Stralsund or by video-conference based on agreement with a HOST Bachelor thesis supervisor. The students submit hard copies to HOST and SPbPU respectively in accordance with formatting standards of both institutions.

The final state assessment and the presentation of students' Bachelor thesis of Double Degree Bachelor Programme will take place at the end of the 8th semester in St. Petersburg. Furthermore, SPBPU will give a grade for the Bachelor Thesis. This grade is based on the Bachelor Thesis defence. The language of the thesis is English.

### 6.4. Quotas for the number of students

Up to 5 students may be accepted by the host institution per year. Partners should keep the reciprocity balance of students' intake. This number can be raised upon an agreement between the partners HOST and SPbPU.



## **7. Financial arrangements**

Students will pay their normal tuition fees (if applicable) and registration fees at their home universities.

All students, who wish to receive degrees of both universities, need to be registered as regular students at the host institution and pay admission fee for applying for Double Degree Bachelor Programme. (The amount of the admission fee is specified in Appendix I).

All students admitted to the Double Degree Bachelor Programme will be informed about the regulations for the tuition fees.

The participating students are responsible for all the costs incurred, e.g.:

- Administration, tuition and registration fees
- Travel expenses
- Document Recognition fees
- Medical insurance and accident insurance policy
- Expenditures for a visa and a residence permit
- Expenditures for accommodation and sustenance

The partner universities will help students to find suitable accommodation and support their academic, social and cultural integration.

## **8. Academic, social and cultural integration of students**

The Partners agree in supporting the academic, social and, cultural integration of students from the Partner institutions. The host university will aim at helping to arrange accommodation, if wanted and possible on the condition the student is admitted to the program and has sent his or her application form 4 months prior to the beginning of the program. Social integration will be actively addressed through social activities organised for the students. The receiving institution will aim at helping students to obtain access to language courses in the local language.

The Partners will encourage participation of guest lectures and international visiting professors in the programme.

## **9. Resolution of conflicts**

Any controversy arising from the different interpretation of this agreement will be solved by the partners in a friendly manner.

## **10. Duration of agreement**

This agreement comes into effect on the date of signature for an initial period of five years and can be renewed for another five-year period after the previous agreement has expired. Extension of the agreement is an active step of six months before expiry of the previous agreement. In order to terminate, a one-year written notice must be issued. In case of termination of the agreement any student already enrolled in the programme will be allowed to complete the programme in the normal time and will be provided with the usual support and services in accordance with this agreement until graduation. This agreement may be modified at any time after due consultation between the partners. The changes have to be documented in written form and signed by authorised persons. The partners will make their best effort to settle through discussion any problems or special circumstances not covered by this Agreement.

## **11. Force Majeure**

In case of force majeure, the Parties are not liable for not fulfilling their obligations in accordance with the Agreement.

The following circumstances are to be considered as force majeure: war and warlike conditions, including civil war, epidemics, boycotts, fires and explosions, when the circumstances are beyond the control of the Parties.

As soon as a force majeure situation is over the Parties shall perform in accordance with the Agreement if the new circumstances allow that

## **12. Contact Persons and Administrative Arrangements**

The coordinators from HOST and SPbPU will ensure the execution of all necessary academic and administrative tasks related to the programme, with administrative or academic assistance allocated by each partner university.

The coordinators are as follows:

- HOST: Prof.-V. Dr. Sholpan Gaisina, School of Business Studies and the Incoming coordinator of the International office
- SPbPU: Assoc. Prof. Irina Kapustina, Head of the Graduate School of Service and Trade, Institute of Industrial Management, Economics and Trade

### 13. Signatures

**Hochschule Stralsund (HOST),  
University of Applied Sciences**

Prof. Dr.-Ing. Petra Maier  
Rector

Signature: 

Date: 17.10.



Prof. Dr. rer. pol.  
Heiner Richter  
Dean of the School of Business Studies

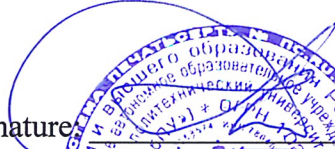
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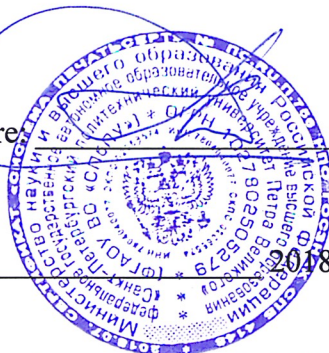
Der Dekan  
Fakultät für Wirtschaft  
Hochschule Stralsund

**Peter the Great  
St. Petersburg Polytechnic University**

Prof. Dr. Dmitry Arseniev  
Vice-Rector for International Affairs

Signature: 

Date: \_\_\_\_\_ 2018



Associate Prof. PhD. Vladimir Shchepinin  
Director, Institute of Industrial Management,  
Economics and Trade

Signature: 

Date: \_\_\_\_\_ 2018