

**Agreement for cooperation
between
Saint-Petersburg State University of Economics and Finance (Russia)
And
University of Hamburg (Germany)**

Preamble

Saint Petersburg State University of Economics and Finance (hereinafter StPSUEF) and University of Hamburg announce their mutual will to make the contribution into the development of relationships and cooperation between Russia and Germany, and especially between the sister cities St. Petersburg and Hamburg.

Partner Universities agree to arrange the master program in frame of their joint Russian-German cooperation to realize principles of Bologna Declaration, to assist to development of higher education systems of both countries and to deepen international cooperation.

1. The aims and goals

Both sides agree to use all their scientific and intellectual potential together with financial and administrative abilities to create and realize the joint Russian-German program in St. Petersburg - «Master of International Business Administration», hereinafter MiBA-St. Petersburg, that meets national educational standards of the both countries and a high international quality level. It is planned to finance this program totally by tuition fees after the DAAD funding expires. The two parties declare that they will reinvest all tuition fees into the quality of MiBA-St. Petersburg.

2. The object of agreement

2.1. The object of agreement is the establishment of the joint Russian-German Master program MiBA-St. Petersburg at StPSUEF in 2005/2006, that will be realized by University of Hamburg and StPSUEF according to following principles:

- Requirements for the enrolment in MiBA-St. Petersburg are a Bachelor degree, good knowledge in Business Administration (it has to cover marketing, human resources management, financial management and accounting) and fluent English (ToEFL 213, Essay 4,5)
- Students will be enrolled to StPSUEF and will enter the Master program in the field «Management», specialty «International Business» of StPSUEF.
- If capacities at University of Hamburg suffice, students of MiBA-St. Petersburg will have the option to study at MiBA-Hamburg up to two semesters. University of Hamburg will do its best to provide as much capacities as possible. Based on available capacities, vacant university places will be distributed to students depending on their level of studies performance. Exchange students will have the option to get credit points by studying courses in the MiBA-Hamburg. Students of the MiBA-Hamburg have this option vice versa. The credit points students get at the other university will be certified in a joint degree MiBA – St. Petersburg and MiBA – Hamburg.
- Exchange students who get at least 60 credit points at the other university can get the degree of the other MiBA-program as well.

- Exchange students pay tuition fees only in the program in which they are enrolled.
- The duration of the MiBA-program is two (2) years.
- After graduation, students get the state master's diplomas from University of Hamburg and StPSUEF. Both masters's diplomas will have the same legal power as conventional master's diplomas from the University of Hamburg and StPSUEF.
- All program courses are taught in English.

2.2. Every year StPSUEF and University of Hamburg enroll students for MiBA-St. Petersburg from all over the world. It is agreed that the cohort size for each class is to be at maximum 35 officially enrolled students to ensure the best quality. The cohort size will be evaluated and may be varied by written agreement of the Working Committee.

3. Organization and management

3.1. To assure effective management of the program, StPSUEF and University of Hamburg establish the Working Committee that consists of four (4) members:

- director of MiBA - Hamburg from University of Hamburg;
- director of MiBA - St. Petersburg from StPSUEF.
- representative of the Faculty Economics and Social Sciences from the University of Hamburg engaged in MiBA - St. Petersburg;
- representative of StPSUEF as appointed by StPSUEF.

At least one professor must be a member of the Working Committee from each party.

3.2. The Examination Committee in Hamburg deals with all examination issues as described in the Examination Rules. Working Committee is responsible for the organization of the study process following the decisions of the Examination Committee.

3.3. To solve current problems of MiBA-St. Petersburg and to prepare decisions of the Examination Committee, StPSUEF organizes a working group of University members. The members and functions of the group should be affirmed by the Working Committee. The group is headed by director of MiBA-St. Petersburg from StPSUEF.

4. Obligations of the parties

4.1. Parties agreed to build their relationships on the principles of equal rights and obligations, mutual trust and cooperation. To realize the program, parties take following obligations:

4.1.1. Saint-Petersburg State University of Economics and Finance:

- spreads information about MiBA-St. Petersburg in St. Petersburg and Russia to attract the most motivated and prepared candidates;
- conducts preselection of candidates;
- provides students with materials specially developed for MiBA-St. Petersburg at StPSUEF;
- informs University of Hamburg about probable changes in study process and aims to find solutions satisfactory for both parties;
- controls accordance of courses to Russian standards;
- transfers students' home works and examination papers for courses given by lecturers of University of Hamburg to University of Hamburg;

- ensures that Russian party classes will be held according to the curriculum as approved by the Working Committee;
- provides classrooms, computer and other technical facilities that will be needed for effective program work;
- provides free entrance to the library for MiBA-St. Petersburg students;
- according to study program, brings in teachers of Institute of Foreign Languages of StPSUEF to provide intensive foreign language training to MiBA-St. Petersburg students;
- provides transport for meeting German specialists and books hotel rooms for them, and tries to offer them accommodation in the guest house of StPSUEF;
- covers advertisement charges in Russia according to affirmed cost sheet;
- signs apart a contract with students for additional services not related to services of MiBA-St. Petersburg;
- provides other advantages that will help to keep the high quality of training and efficiency of study process management;
- prepares master's diplomas to be issued by the University of Hamburg;
- is responsible for the management of examination performance of students;
- takes all necessary actions for the accreditation of the program to be started with by the Working Committee.

4.1.2. University of Hamburg:

- examines candidates' application files that should be sent from StPSUEF and selects them according to the rules of University of Hamburg consulting in this connection with StPSUEF;
- provides students of MiBA-St. Petersburg with necessary study materials and technical devices and advises on additional study materials that students can use;
- controls accordance of courses to EU standards;
- sends its teachers to the StPSUEF and ensures that German party classes will be held according to the curriculum as approved by the Working Committee;
- organizes study trips up to two weeks to Germany that are included in the study plan on conditions that should be agreed by parties annually. StPSUEF is responsible for visa and passport arrangements and organization of the trip. All expenses accrued (visa, transport costs, cost of living) are to be covered by students;
- develops and prints advertising brochures as approved by the Working Committee according to the cost calculation;

4.1.3 Working Committee:

- is responsible for realization, development and quality management of the program;
- develops and approves the plan of promotion for students attraction;
- coordinates selection of candidates;
- director of MiBA-St. Petersburg from StPSUEF is responsible for local management of the program;
- approves the contract form for education services;
- is responsible for financial planning;
- conducts and monitors accreditation of the program.

All members of the Working Committee should be involved in the decision process. Decisions are taken by a simple majority of votes given the quorum (50% + 1).

5. Funding and Payments

5.1 Tuition fees and other funding are used to cover all the expenses of the program. Surplus and deficit will be shared 50:50 by the both parties.

5.2 Expenses should follow the financial plan worked out by the Working Committee. Specific financial arrangements between University of Hamburg and StPSUEF will be agreed on on a two-year basis with an annual review thereafter by the Working Committee. Both affirm that the interests of students are of primary concern and that resources will be made available to ensure high quality of the learning environment.

5.3. Tuition fees are completely raised by StPSUEF.

5.4. Accumulated tuition fees shall be shared by both parties according to the financial plan.

6. Duration and case of termination

6.1. The agreement will come into effect with the appropriate signatures of each institution. It will remain in force for a period of five (5) years. It may be amended by mutual written consent six months before the expiration date.

6.2. The agreement may be terminated by the appropriate authorities of either party giving three months written notice to the other party.

In case of getting written notice of termination, StPSUEF stops candidates' selection. Until the moment of termination, both parties must do everything to help all the enrolled students to finish the full program independently of changes in parties relationships.

7. Actual law

7.1 Management of the Russian-German program will work according to Russian laws.

7.2 Master's degree awarding to MiBA-St. Petersburg students in St. Petersburg will proceed according to national laws and rules of StPSUEF and University of Hamburg.

8. Other conditions

8.1 Director of MiBA-St. Petersburg from University of Hamburg has to visit StPSUEF at least once per year to check up the program. The cost of such visits are covered by University of Hamburg.

8.2 All the disaccords that will probably appear during realization of this agreement or during implementation of changes will be solved within negotiations. In case if parties will not be able to find a solution, a special committee consisting of a representative of StPSUEF, a representative of University of Hamburg and an exterior independent expert (this person should be approved by both parties) should solve the problem further.

8.3 Agreement can be changed by mutual written consent. All the changes should be included into Applications that should be signed by both parties.

8.4 This agreement is written and signed in six (6) copies (two in German, two in English and two in Russian) having equal force and each party holds two copies, one in both languages.