



**Bilateral Agreement for Student Exchange
between
Moscow State Forest University
and
Universidad Politécnica de Madrid (E.T.S.I. Montes)**

WITH THE SIGNERS IN AGREEMENT, THEY AGREE AS FOLLOWS:

The aim of this agreement is to define the framework and terms for the exchange of students as described below above.

ARTICLE 1: Nature of the Student Exchange

Well-qualified undergraduates and graduate students in the area of forestry engineering from the institutions may be hosted by the other institution as exchange students for defined periods of study. Undergraduate students must have completed at least three full years or 180 ECTS of study at their home university.

All students participating in the exchange program will be accorded rights normally conferred on students enrolled in that university. All exchange students must respect the rules and regulations of the receiving university.

ARTICLE 2: Responsibilities of the Exchange Institutions

- i. Advise the receiving institution about academic program and course changes in a timely manner, and notify the receiving institution about class schedules as soon as these become available.
- ii. Notify the receiving institution about university-related fees not covered by the exchange (such as health service and activity fees, housing and board costs), and of any changes in costs that are different from published rates.
- iii. Provide accepted exchange students with a letter of admission and/or other documents as may be required for establishing their visa status, with copies to the home institution.
- iv. Provide the home institution with official academic transcripts or equivalent final examination results upon the students' completion of the period of study. The final manner of recording grades for each student participating in the program will be at the discretion of the home institution.
- v. Facilitate student access to university services, as appropriate, and assist students seeking on or off-campus arrangements.
- vi. The institutions will be responsible to offer the linguistic skills in order to help the students in their destinies.

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ARTICLE 3: Information

The signers will take the necessary steps to encourage students to participate on the exchange program. To this end, they will exchange all current documents and bulletins, which will inform candidates about the availability of specific programs of study, student activities and services, and rules and regulations.

ARTICLE 4: Nomination, Application, and Notification

The students applying for the exchange will be selected by the home institution. Students must meet the receiving institution's academic and student conduct standards for admission of students. The selection process on both sides will respect the requirements established by the receiving university. The program of courses followed by each student will be approved by the home institution, program director, and the receiving institution. A minimum academic load equivalent to 30 ECTS will be necessary to go the exchanges.

Students' applications will be facilitated by waiving the normal admissions procedures and application fees of the receiving institution. Candidates who wish to pursue a formal degree will follow established admissions procedures in each institution.

ARTICLE 5: Health Insurance

Participants in the exchange will be responsible for purchasing their own medical and health insurance coverage during the period of the exchange. Such coverage must meet the standards of immigration, the receiving institution and country.

ARTICLE 6: Tuition Fees and Other Costs

In case of balanced flows, exchange students will pay tuition to their home university and will be exempted from tuition fees of the receiving institution. However, students will be responsible for paying course fees if they enrol in classes at the receiving institution which have a special fee for services, supplies/equipment, field trips, etc. Exchange students are also responsible for other university-related fees not exempted from this agreement.

All expenses incurred by exchange students for travelling, accommodation, passport and visa costs, and residence permit, if any, and all personal costs will be borne by them individually. Exchange students are also responsible for purchasing medical/health insurance required of the receiving institution at their own expense, as well as for medical/health service fees not covered by insurance.



ARTICLE 7: Number of Exchange Participants and Reciprocity

The universities will establish, by bilateral agreement, the maximum number of participants to be exchanged for the following year, attempting to achieve reciprocity, using the ratio one to one.

The liaison officers of the institutions will review the program annually to determine any imbalance in the number of exchange students, and adjust the number of students the following year if necessary, to maintain a reasonable balance in the exchange.

ARTICLE 8: Duration of the Agreement

This agreement will remain in force for a period of three years from the date of last signature, and will be renewed automatically for equal periods, except where either party informs the others of their desire to terminate it.

Any party may withdraw from this agreement at any time, and the agreement will terminate one hundred and eighty days after the date of the written communication of the withdrawal to the other partner institutions. Any modification/termination will not affect those students already admitted to and/or participating in the exchange.

ARTICLE 9: Exchange Program Liaisons

Each institution will also appoint its own faculty program coordinators who are responsible for advising participating students, staff and faculty about all aspects of the exchange program in their respective disciplines. Such coordinators will also promote the exchange among students in their disciplines, and periodically review and evaluate activities of the exchange.

ARTICLE 10: Controversy

The parties agree to solve in a friendly manner any controversy rising from the interpretation of the present agreement.

In the event that the disagreement cannot be resolved, the issue(s) will be submitted for arbitration; each party will appoint a member of the arbitration panel, and one member will be chosen by mutual consent.

The terms of this agreement constitute the entire agreement among the signers and represent a complete integration and final expression of the signers' agreement with respect to the subject matter stated herein.



The present Agreement comes into effect immediately upon being signed by the signers below.

For Moscow State Forest University

For Universidad Politécnica de Madrid

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