

MEMORANDUM OF UNDERSTANDING

BETWEEN

**THE FEDERAL MINISTRY OF EDUCATION AND WOMEN'S AFFAIRS OF THE
REPUBLIC OF AUSTRIA**

AND

THE HERZEN STATE PEDAGOGICAL UNIVERSITY OF RUSSIA

ON COOPERATION IN THE FIELD OF EXCHANGE PROGRAMS

The Federal Ministry of Education and Women's Affairs of the Republic of Austria represented by Director General Hanspeter Huber, hereinafter referred as **FMEWAA**, and the Herzen State Pedagogical University of Russia, hereinafter referred as **HSPU**, represented by Rector Valery Solomin, acting on the statute's basis, have reached the following understanding:

1. Subject of the Memorandum of Understanding

Exchange programs involving university teachers of German from HSPU and school teachers of Russian and German from Austria and St. Petersburg offer opportunities to encourage cooperation and friendly relations between the two countries. The exchange programs will be implemented in accordance with article 25 of the Protocol of the third Meeting of the Austrian-Russian Mixed Commission for Cultural Cooperation.

2. Term of the exchange procedure

- 2.1. Teachers of Russian from FMEWAA will attend the program "Russian as a foreign language. Short-term intensive course. Levels B1-B2. Summer semester." at the Department of Russian as a Foreign Language of HSPU.
- 2.2. Teachers of German from HSPU and their partners, school teachers of German, in St. Petersburg will attend a German training program at summer school in Austria.

3. Exchange program realization conditions

- 3.1. FMEWAA will provide free training program, lodging and meals for the HSPU exchange participants.
- 3.2. FMEWAA will be responsible for the round trip expenses (St. Petersburg – Vienna – St. Petersburg) of the HSPU participants.
- 3.3. FMEWAA will be responsible for the travel expenses (Vienna – St. Petersburg – Vienna) of the FMEWAA participants.
- 3.4. HSPU will provide free training program and single or double rooms at the Herzen University dormitory for the FMEWAA participants.

- 3.5. FMEWAA and HSPU will provide free visa invitations and arrange the participants' welcome and send-off.
- 3.6. The Partners will give, if necessary, assistance and consultations on the problems arising in the course of training.
- 3.7. On completing the course of training the participants will get a certificate of standard form.
- 3.8. The FMEWAA exchange participants will meet the health insurance and text-book expenses.
- 3.9. The HSPU exchange participants will meet the health insurance and personal expenses.
- 3.10. The Partners will appoint exchange program coordinators.

4. Exchange procedure for the FMEWAA participants

- 4.1. FMEWAA will send information to HSPU giving the exchange participants' names, surnames, gender and the duration of their stay no later than three (3) months prior to the beginning of the program course.
- 4.2. FMEWAA simultaneously will send information to HSPU about the participants to apply for visa invitations and a copy of the first page of their national passports no later than three (3) months prior to the beginning of the program course.
- 4.3. On getting visa invitations HSPU will send FMEWAA a fax copy of the invitations and, if necessary, the originals by post.
- 4.4. FMEWAA will inform HSPU about the arrival date specifying the train/bus/flight number and the time of their coming to St. Petersburg no later than five (5) working days prior to their arrival.
- 4.5. According to the legislation of the Russian Federation every foreign citizen must get registered on arrival at the Federal migration service on the following working day. For this the visitor will come to the HSPU international office in person on the first day of their arrival and hand over the passport, visa and migration card with entry stamp from the immigration office. . Then he/she must pay state tax for the registration according to the rate of Federal Migration Service of the Russian Federation.



5. Exchange procedure for the HSPU participants

- 5.1. HSPU will send information to FMEWAA giving the participants' names, surnames, gender and the duration of their stay no later than three (3) months prior to the beginning of the program course.
- 5.2. HSPU simultaneously will send information to FMEWAA about their participants for visa invitations and a copy of the first page of their foreign passports no later than three (3) months prior to the beginning of the program course.
- 5.3. On getting visa invitations FMEWAA will send HSPU a fax copy of invitations and, if necessary, the originals by post.
- 5.4. HSPU will inform FMEWAA about the teachers' arrival date specifying the train/bus/flight number and the time of their coming to Vienna no later than five (5) working days prior to their arrival.

6. Period of effectiveness

- 6.1. This Memorandum of Understanding comes into effect on the date of signing by both Partners and will remain in effect for five years. This Memorandum of Understanding may be cancelled by either Partner upon written notice no later than six months prior to the end of its effectiveness. Modifications to this Memorandum of Understanding will be submitted in writing upon mutual understanding by both Partners. The Agreement is drawn up and signed with two copies in English of it made available and of equal validity.
- 6.2. Annually FMEWAA will send a letter to HSPU specifying the exchange program conditions and visa invitations for their Russian counterparts. The letter signed by the Deputy Minister will form part of this Memorandum of Understanding.

Signed at Vienna, on 9.12.2015



The seal is circular with the text "REPUBLIK ÖSTERREICH" at the top and "Bundesministerium für Bildung und Frauen" around the bottom. In the center is the Austrian coat of arms, and the number "4" is at the bottom.

Director General Hanspeter Huber
Federal Ministry of Education
and Women's Affairs of the Republic
of Austria

Signed at St. Petersburg, on

01 АЕК 2015



The seal is circular with Russian text: "ФЕДЕРАЛЬНОЕ АГЕНТСТВО ОБРАЗОВАНИЯ И НАУКИ" at the top, "Государственное образовательное учреждение высшего профессионального образования «Центральный научно-педагогический университет «Герцен»" around the middle, and "Санкт-Петербург" at the bottom. It features the Russian coat of arms in the center.

Valery Solomin,
The Rector of the Herzen State
Pedagogical University
of Russia