

## **EXCHANGE AGREEMENT**

**WHEREAS**, Escuela Politécnica Nacional, Quito, Ecuador ("EPN") and Saint Petersburg National Research University of Information Technologies, Mechanics and Optics, St. Petersburg, Russian Federation ("ITMO University") each desire to promote international education within their academic communities; and

**WHEREAS**, EPN and ITMO University desire to enter into an academic exchange agreement whereby the two institutions will exchange students, faculty members or other personnel as part of an exchange program.

**THEREFORE**, the Institutions agree as follows:

### **I. Exchange Program Principles**

- a. Each Institution shall designate at least one institutional representative to advise incoming and outgoing students, faculty members and personnel participating in this Exchange Program.
- b. The Institutions shall exchange students on a one-to-one basis, insofar as possible. The number of students will not necessarily balance on a year-to-year basis but should approximately equal over a three-year period, taking into account whether each student participated in the Exchange Program for a semester or for a year. Any exceptions to this principle shall be agreed to in writing by both institutions, along with any additional terms required to accommodate the exception.
- c. The participating students shall remain registered as full-time students at their home institutions throughout their participation in the Exchange Program. The students shall be considered as non-degree/visiting students at their host institutions.
- d. Participation in the Exchange Program does not guarantee admission to a degree-seeking program at the host institution, nor does it act as an application to a degree-seeking program at the host institution.
- e. Student exchanges shall be for one semester or for one academic year.

### **II. Application Process**

- a. The specific application procedures and deadlines shall be developed and administered by each Institution for its own students, within the parameters set by this Agreement.
- b. Specific admission criteria for the students shall be posted on the home and host university websites, or communicated via e-mail to the appropriate exchange/study abroad coordinator.

- c. The students shall be nominated by the home institution based on the following criteria:
  - i. Appropriate degree of fluency in the language of instruction at the host institution
  - ii. Good health
  - iii. Relevant and appropriate curricula interests
  - iv. No significant student conduct/disciplinary violations
  - v. Other criteria that the home or host institution may wish to impose, and which are agreed to by mutual consent
- d. The host institution retains the right to reject any exchange student applications put forward by the home institution for any reason, including but not limited to academic issues, disciplinary issues, or limitations on space.

### III. Registration & Fees

- a. The students shall pay their tuition and fees to their home institution, and shall not be charged for tuition and fees at the host institution. The students are responsible for all other expenses and fees associated with their attendance at the host institution.
- b. Course registration procedures at the host institution shall be communicated to the home institution and the students as soon as reasonably possible, once they become available.
- c. The host institution shall send an official transcript to the student at the home institution's address within 60 days of the students' completion of the Exchange Program.
- d. The students shall be accorded the same rights and privileges as that of students enrolled at the host institution, except that the students shall not be permitted to matriculate for academic degree programs.

### IV. Student Obligations

- a. The students are required to follow the application procedures designated by their home institution.
- b. The students shall be responsible for their own financial support during the Exchange Program, including the costs associated with travel, accommodations, visas, books, food, health insurance, laboratory or other fees, living expenses, transportation and other incidental expenses.
- c. The host institution will provide reasonable assistance to the students to secure accommodations. All expenses associated with securing living accommodations (e.g., application fees, security deposits, rent, etc.) shall remain the sole responsibility of the students.
- d. The students must abide by the policies, guidelines and procedures of the host institution while participating in this Exchange Program.



- e. Either institution may terminate a student's participation in the Exchange Program if the student fails to follow the proper application procedures, is not making acceptable academic progress, is not fulfilling the requirements of the Exchange Program, or has violated any applicable policies of either Institution.
- f. It is the responsibility of the home institution to communicate all student obligations to the students in advance of their participation in the Exchange Program.

## V. Communication and Notice

- a. To ensure continuity and clarity of communications, each Institution shall designate a representative below for purposes of communicating with respect to any matter arising under this Agreement. This contact information shall also be used for any notice required to be given under this Agreement. This representative or his/her contact information may be updated from time to time with written notice from the Institution.

### For EPN:

Name: Herb Terry  
Position: Coordinator of International Programs and Services  
Phone: +593 2 297 6300 ext. 1107  
Email: [herb.terry@epn.edu.ec](mailto:herb.terry@epn.edu.ec)

### For ITMO University:

Name: Elena Shumeyko  
Position: Manager of International Educational Programs Office  
Phone: +7 812 457 17 90  
Email: [eshumeyko@mail.ifmo.ru](mailto:eshumeyko@mail.ifmo.ru)

## VI. Other Terms of this Agreement

- a. This agreement will continue until and unless either Institution provides written notice of its intent to terminate this Agreement.
- b. Either institution may terminate this agreement for any reason by giving the other Institution at least a six-month written notification of its intent to terminate this agreement. Notwithstanding the foregoing, in the event of a breach of this agreement by one Institution, the other institution may terminate this agreement by giving the breaching Institution at least thirty days written notification of its intent to terminate this agreement. Notice of termination under this paragraph shall not affect the experience of the students already participating in the Exchange Program at their host institution.
- c. This agreement constitutes the entire agreement of ITMO University and EPN and there are no other promises, obligations or understandings between the Institutions that are not contained

within this agreement, unless otherwise indicated herein. The terms of this Agreement may not be modified other than in writing signed by both Institutions.

- d. If this agreement is translated into a language other than English, the document in English shall be the official, binding version.

## VII. Other Forms of Cooperation

- a. Both institutions agree to pursue and promote mobility and collaboration beyond student exchanges, including faculty member and personnel exchanges, to assist each other in their efforts to enhance the education of their students, to increase research accomplishments and broaden the knowledge base of their faculties, and to promote mutual understanding and enlightenment amongst the people of their respective countries.

In witness whereof, by their signatures, the Institutions have executed this Agreement on the last date listed below.

### ITMO University



Signature: \_\_\_\_\_

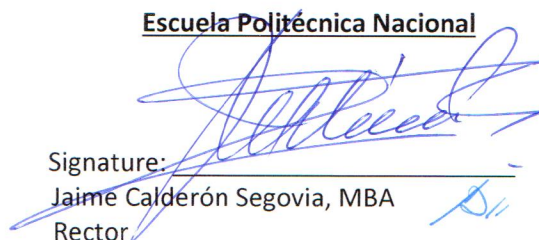
Prof. Vladimir N. Vasilyev, DSc

Rector

ITMO University

Date: \* 2 \*

### Escuela Politécnica Nacional



Signature: \_\_\_\_\_

Jaime Calderón Segovia, MBA

Rector

Escuela Politécnica Nacional

Date: 20 DIC 2017

