

STUDENT EXCHANGE AGREEMENT
between
BELARUSIAN STATE UNIVERSITY
and
SOPHIA UNIVERSITY

This agreement is made between Belarusian State University (hereinafter referred to as BSU) and Sophia University (hereinafter referred to as Sophia) with the express belief that both institutions will benefit from an exchange of undergraduate and graduate students based upon the Memorandum of Understanding. It is in this cooperative spirit that BSU and Sophia agree upon the following concerning the Student Exchange Program.

1. Student Status

In this agreement, unless the context otherwise specifies, home institution shall mean the institution at which a student is originally enrolled and intends to graduate and host institution shall mean the institution at which a student is temporarily enrolled as a visiting exchange student. Exchange students shall mean Sophia students at BSU or BSU students at Sophia. Exchange students will be given full registered status at the host institution, and accorded all rights and privileges commensurate with this status. It is understood that exchange students will continue as candidates for degrees at their home institution, and will not be candidates for degrees at the host institution. Exchange students are expected to maintain the equivalent of a full-time course load at the host institution.

2. Tuitions and Fees

Exchange students must continue to pay tuition fees at home institution and will be exempt from paying tuition fees at the host institution. No financial transaction will occur between the two institutions. Both parties acknowledge and agree that other fees such as course materials fees or mandatory insurance fees may be required of exchange students by the host institution. Information regarding such special fees must be provided by the host institution in advance.

3. Number of Students

The number of exchange students from each institution will be determined each year by mutual agreement between BSU and Sophia. The number may vary from year to year. Exchange students may study at host institution for either a semester or a full academic year. One semester of study at BSU is equivalent to one semester of study at Sophia. The imbalance in numbers shall be compensated for in succeeding years.

4. Programs of Study

Participating Sophia students will be eligible to enroll in any program of study at BSU for which they are linguistically and academically qualified. Participating BSU students will be eligible to enroll in any program of study at Sophia for which they are linguistically and academically qualified.

5. Selection of Students

Exchange students from both institutions will be selected by the home institution and recommended to the host institution. The host institution retains the right to approve or reject the recommendation based on the students' qualifications in meeting the admission requirements at the host institution, but the home institution may appeal a decision by requesting reconsideration.

(a) BSU students to Sophia:

- (i) By the time of application, BSU students must complete at least one semester of study at home institution.
- (ii) By the beginning of the exchange period for which they are applying, BSU students should be maintaining a GPA of 3.0 or better on a 4.0 scale.
- (iii) BSU students must meet the language requirement set by the Faculty or Program for which they are applying.

(b) Sophia students to BSU:

- (i) By the time of application, Sophia students must complete at least one semester of study at home institution.
- (ii) By the beginning of the exchange period for which they are applying, Sophia students should be maintaining a GPA of 3.0 or better on a 4.0 scale.
- (iii) Sophia students must meet the language requirement set by the Faculty or Program for which they are applying.

6. Application and Admission Procedure

The home institution shall send complete sets of application materials for each nominee to the host institution by the designated application deadline. The host institution shall send acceptance letters, visa application materials, housing arrangement documents (if applicable) and other important information to the home university as soon as they are available, preferably at least two months before the beginning of the study.

7. Accommodations

Each institution will make every reasonable effort to ensure that university-approved housing accommodations are made available to the other's students.

8. Other Expenses

Each exchange student shall be responsible for his/her own room and board, transportation to and from the host institution and other living expenses. The host institution shall not be held liable for such charges, but it will inform the home institution or the exchange students of the estimated expenses in advance.

9. Student Visa and Responsibility

Both institutions agree that exchange students will be responsible for obtaining a visa and other related documents required for study at the host institution. The host institution gives no warranty that any student will be entitled to an appropriate visa, but the host institution will provide exchange students with such valid certification as may be required to obtain a student visa. Exchange students must comply with the statutes, rules, regulations and policies of the host institution and meet the required ongoing student visa conditions under the laws of the host country.

10. Health Insurance

Exchange students will be required to carry an adequate policy for travel and health insurance that is satisfactory to the host institution during the entire period of their study, and they must provide a proof of this to the host institution upon request.

11. Student Support

The host institution will provide exchange students with on arrival assistance, orientation and ongoing support services throughout the period of enrollment. The host institution will ensure that exchange students will be able to access a full range of student support services available to students of the host institution.

12. Academic Results and Credits Transfer

Upon completion of a student's course of study, the host institution will provide an official transcript to the student or the home institution according to institutional protocol after the release of results. Credits for courses taken will be transferred at the discretion of the home university in accordance with its policies and procedures.

13. Non-Discrimination

Both parties subscribe to a policy of equal opportunity and do not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability, religion, personal appearance, marital status, family status, family responsibilities, political affiliation, or any other basis protected by applicable laws under the term of this agreement.

14. Confidentiality

Both parties agree that personal information shall be maintained in a confidential manner and

shall not be released to any third party without the prior consent from the other party.

15. Force Majeure

In the event that the performance of the obligations under this agreement is prevented by reason of Force Majeure, the parties are released from their obligations and neither party shall be responsible for any damages sustained and have no further recourse against the other party. Force Majeure shall mean fire, earthquake, hurricane, flood or other natural disasters, epidemics or pandemics, nuclear explosions, strikes, work stoppages, or other labor disturbances, riots or civil commotions, war or other act of any foreign nation, terrorism, power of government, or governmental agency or authority, or any other cause like or unlike any cause mentioned which is beyond the control of the parties.

16. Term of Agreement

This agreement is valid for five years and becomes effective on the date that it is signed by the official representatives of both institutions. This agreement may be reviewed at any time and any modifications concerning the present agreement may be made only by mutual consent in writing between authorized representatives of the parties. If either institution desires to terminate the agreement, it must inform the other in writing at least six months in advance. Termination of this agreement will not affect any student who has already been admitted to the exchange program by the host institution, and those students shall be allowed to undertake and complete the exchange program. This agreement will be automatically extended after the initial five years, if it is not resigned by either party.

This Agreement is executed in English in two copies, one for each party, which have equal legal effects.

Duly authorized representatives of BSU and Sophia executed this agreement as of the day and year given below.

For Belarusian State University:

For Sophia University:



Academician Sergey Ablameyko
Rector

Date

Professor Yoshiaki Terumichi
President

Date

2017. 5. 08