

AGREEMENT OF COOPERATION

The undersigned,

the Dutch foundation “**Stichting NHL**”, School of the Built Environment of the Institute of Technology, division NEPTUNE, with its registered address at Rengerslaan 10, 8917 DD Leeuwarden, the Netherlands, hereinafter referred to as ‘NEPTUNE’

and

Tambov State Technical University, Russia., International Relations Office, with its registered address at **106 Sovetskaya st, Tambov 392000, Russia** hereinafter referred to as “**TSTU**”

considering that

1. NEPTUNE is a European network of universities in the field of the built environment, clustered in circles that organise projects on an annual basis;
2. NEPTUNE is a division of the Stichting NHL Leeuwarden;
3. TSTU and NEPTUNE would like to enter into this agreement of co-operation for the purpose of educational and cultural exchange; TSTU would like to join NEPTUNE and become one of the partner universities;
4. NEPTUNE and TSTU would like to conclude a contract which contains their rights and obligations.

have agreed to the following.

ARTICLE 1 PARTICIPATION

1. TSTU will become a participant of the NEPTUNE network for a period of five years. This period starts at 1 September 2012 and ends at 31 August 2017.
2. TSTU will be involved in one circle, starting in the academic year 2012-2013.
3. The cooperation and the participation concerning this agreement do not constitute any agency or any legal entity.

ARTICLE 2 FEES

1. TSTU shall pay a general annual participation fee of € 2250,- to NEPTUNE. In addition, TSTU shall pay an annual circle fee of € 1250,- for every circle it joins.
2. Invoices will be sent in December, 2012. Payment will be due within two weeks of the invoice date.

ARTICLE 3 CO-ORDINATION NEPTUNE

NEPTUNE shall co-ordinate the NEPTUNE network, the circles and the projects. To this effect, NEPTUNE shall:

1. Maintain a regular contact with the partner universities and keep the NEPTUNE handbook up to date;
2. Take care of public relations and information materials.
3. Support the partner universities that organize and host a NEPTUNE project. As part of this obligation NEPTUNE will make agreements about the project timetable and actions to be done; NEPTUNE will give feedback, advise and support the organizing university in order to achieve the NEPTUNE project standards;
4. Make agreements with the partner universities about the project timetables and deadlines;
5. Make an annual planning of NEPTUNE projects for all circles, in consultation with all partner universities;
6. Edit and distribute the project information to the partner universities.

ARTICLE 4 PROJECTS ORGANIZED

1. During the five years of participation, NEPTUNE will offer TSTU one project per year, per circle.
2. In the unlikely event that there will not be a project in the circle in which TSTU participates, NEPTUNE shall do its utmost to let TSTU participate in another circle, or come up with a financial proposal.
3. TSTU shall send six of its students to each project of the circle, accompanied by one lecturer or staff member who will act as a supervisor during the projects.
4. TSTU shall assist its students with the preliminary assignments prior to each project and provide its students with the necessary information from NEPTUNE.
5. TSTU will recognize the project work of its own students by rewarding them with (European) Credits.
6. Within the participation period of five years, TSTU shall organize and host one project per circle according to the NEPTUNE project standards.

ARTICLE 5 NEPTUNE PROJECT STANDARDS

1. TSTU shall organize the project(s) in accordance with the NEPTUNE project standards as laid down in the NEPTUNE Handbook. NEPTUNE will make sure that TSTU receives the latest copy of the handbook.
2. NEPTUNE is allowed to make changes to the NEPTUNE Handbook. TSTU will be informed about changes in the NEPTUNE Handbook in due time.
3. The spoken and written language of the NEPTUNE projects and the contacts within the NEPTUNE network is English.

ARTICLE 6 FINANCIAL IMPLICATIONS NEPTUNE PROJECTS

1. All students participating in an international project pay a contribution to the organizing university: € 150,- for domestic students and € 250,- for students travelling from abroad. The students' accommodation, the meals and the programme are arranged by and paid for by the organizing university.
2. NEPTUNE shall cover all travel expenses for students. TSTU will search for the cheapest way of travelling to the project venues. TSTU will send an estimation of the student's travel costs to NEPTUNE prior to each project.
3. Reimbursement of the traveling expenses for students that participate in a project will be done in the following way:
 - a. The home university receives a reimbursement form from NEPTUNE and sends the completed form, including copies of the bills, to the NEPTUNE office within six weeks after the project is completed.
 - b. Reimbursement of travel cost is restricted to expenses made by traveling directly from the place where the home university is to the organizing university.
 - c. Reimbursement will be done to the home universities and not to individual students.
4. Each partner university shall cover the expenses for its own supervisors.

ARTICLE 7 CONTACT PERSONS

1. For NEPTUNE the following person will be the contact:
Marga Zeilstra; Rengerslaan 10, 8917 DD Leeuwarden; tel: +31 (0)58 2511 156;
fax: +31 (0)58 2511 188; email: neptune@tech.nhl.nl; website:
www.neptunenet.nl
2. For TSTU the following person will be contact person: Liliya Mozerova, Head of International Office, 106, Sovetskaya st. Tambov, 392000, Russia, Tel./fax +74752 630112, e-mail: post@ums.tstu.ru
3. The contact person of TSTU will -among other things- maintain a regular contact with NEPTUNE and distribute the information from and to the participating department(s) and lecturers; provide NEPTUNE with necessary information like the annual timetables, and project information and work together with NEPTUNE to organize good projects.

