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## INTRODUCTION/ GENERAL INFORMATION

**The Medical University - Pleven was set up** as a faculty of the Medical Academy - Sofia by Council of Ministers Decision No 794 in 1974. In 1987 it became independent as a Higher Medical Institute.

**By decision of the Accreditation Council of NEAA - Minutes No 27 of 17.12.1998, the Higher Medical Institute - Pleven received a regular accreditation for the Master's degree in the Medicine speciality.**

**As per Minutes No 7 of 19.02.2004, the Accreditation Council of the National Evaluation and Accreditation Agency (NEAA) approved the "Project for transformation of HMI-Pleven into a Medical University" and by a decision of the 39th National Assembly of the Republic Bulgaria of 10.09.2004, the HMI - Pleven was transformed into Medical University-Pleven with two faculties: Medicine and Public Health.**

**By a decision Minutes No 8 of 28.02.2008, the Accreditation Council of NEAA approved the "Project for opening a faculty in Medical Care" for training in the specialities "Nurse" and "Midwife" in the Bachelor's degree.**

**As per decision of the 40th National Assembly of 16 October 2008, on the grounds of Article 86(1) of the Constitution of the Republic of Bulgaria and Article 9(2)(1) of the Higher Education Act a Medical Care Faculty was set up within the Medical University - Pleven (SG No 92 of 2008).**

**By decision of the 43rd National Assembly of 30 March 2016, pursuant to Article 9(2)(1) of the Higher Education Act, the Faculty of Pharmacy was opened in the structure of the Medical University - Pleven (SG No 27 of 2016).**

**Council of Ministers Decree No 210 of 18 August 2016, promulgated in SG No 66 of 23.08.2016 established a Research Institute within the Medical University - Pleven.**

**The structure of MU-Pleven includes the following primary units:**

- Faculty of Medicine;
- Faculty of Pharmacy;
- Faculty of Public Health;
- Faculty of Medical Care;
- Research Institute;
- Languages and Specialized Training Department (LSTD);
- Medical college;
- Servicing centres, departments, units and auxiliary units.

**MISSION OF MEDICAL UNIVERSITY- PLEVEN:  
TO PARTICIPATE IN THE IMPROVEMENT AND MAINTENANCE OF PUBLIC HEALTH  
IN THE COUNTRY THROUGH EDUCATION, RESEARCH AND IN SERVICE OF  
SOCIETY:**

- by providing degree and postgraduate training for students, doctoral students and postgraduate fellows in medicine, pharmacy, public health and medical care, meeting the highest national and international standards;
- by conducting fundamental and applied research supporting medical and pharmaceutical practice;
- through activities for society, guaranteeing highly qualified and highly specialized medical and health care for the population and comprehensive support from the academic community in solving public health problems and fulfilment of goals of healthcare reform in Bulgaria.

**I. GENERAL PROVISIONS**

**Article 1.** *(supplemented by GA decision, Minutes 4/05.11.2020)* (1) These Rules shall regulate the structure, activity and management of the Medical University based in the town of Pleven.

(2) The internal regulatory acts of the Medical University - Pleven (MU-Pleven) cannot contradict the laws, statutory acts in force in the Republic of Bulgaria and these Rules.

**Article 2.** (1) MU-Pleven is an autonomous, state-owned higher education institution with a status of a legal entity, and scope of activity:

- 1.training in medical higher education – in Master's, Bachelor's, professional Bachelor's degrees;
- 2.preparation of doctoral students to acquire a doctoral educational and qualification degree;
- 3.postgraduate training of higher medical and non-medical staff to acquire a speciality and continuing education;
- 4.development of science, culture and innovation;
- 5.fundamental and applied research;
- 6.consulting and expert activity;
- 7.international integration in education and science;
- 8.information, administrative, social, sports, publishing and other activities.

(2) *(new - by GA decision, Minutes 4/05.11.2020)* The University may develop scientific-production, artistic-creative, sports and health activity in line with portfolio, as well as economic activity related to the core activities under paragraph 1 and the placement of research outputs and other objects of intellectual property created by it.

(3) Teaching, scientific and other activities shall be provided by highly qualified scientific and teaching staff, hereinafter referred to as 'academic staff'.

(4) MU-Pleven shall ensure the quality of education and research through an internal system for evaluation and maintenance of the quality of education and the academic staff, which includes a survey of student opinion.

(5) The functions and the structure of the quality maintenance system referred to in paragraph 3 shall be governed in the Rules for the functioning of the quality maintenance system, which shall be approved by the AC and shall be managed by the deputy rector in charge of quality and accreditation.

(6) The University shall award diplomas for completed educational and qualification degrees of higher education, European diploma supplement, certificates for professional qualification and other basic documents, set out by an ordinance, adopted by the Council of Ministers.

(7) The European diploma supplement referred to in paragraph 6 shall be granted upon requested.

(8) The diplomas shall be recognized by the state, when the training has been conducted in accordance with the Higher Education Act and with the state requirements.

(9) Diplomas issued under the conditions of paragraph 6 shall be stamped with the coat of arms of the Republic of Bulgaria.

(10) *(new - by GA decision, Minutes 4/05.11.2020)* The higher education diploma, the European diploma supplement, the certificate for professional qualification and a document certifying the position of the student or the doctoral student in order to continue their education in another higher education institution, shall be issued free of charge.

## ACADEMIC AUTONOMY

**Article 3.** (1) *(supplemented by GA decision, Minutes 4/05.11.2020)* The University shall carry out its activity based on the principle of academic autonomy in accordance with the Constitution and the laws of the Republic of Bulgaria. These guarantee the intellectual freedom of the academic community and the creative nature of the educational, research and artistic-creative processes as supreme values:

1. in compliance with the provisions of the laws and by-laws in force in the field of education, science and healthcare in force in the country;

2. in cooperation with the Ministry of Education and Science (MES), the Ministry of Health (MH), the Bulgarian Medical Union (BMA), the Bulgarian Association of Healthcare Professionals (BAHCP), the Bulgarian Academy of Sciences (BAS), other higher education institutions, specialized health institutions in the country and abroad, scientific, economic, public, charity organizations, unions, etc.

(2) *(new - by GA decision, Minutes 4/05.11.2020)* The academic autonomy is set out and declared and guaranteed by the Constitution. The University shall act independently, freely and on its own to decide all issues related to academic self-government on the territory of the University.

(3) *(new - by GA decision, Minutes 4/05.11.2020)* Academic autonomy is expressed in academic freedom, academic self-government and inviolability on the territory of the University.

**Article 4.** (1) The territory of MU-Pleven shall be inviolable and structures of political parties and movements and religious organizations may not exist and operate in it.

(2) *(amended by GA decision, Minutes 4/05.11.2020)* The security and public order bodies have the right to access the University premises and their adjacent territories only with the consent of the rector, except for prevention of an imminent or ongoing crime, to catch catching the perpetrator, as well as in cases of natural or social disasters and accidents.

(3) The bodies of the Ministry of Interior may carry out preliminary inspections in structural units of MU-Pleven after notifying the respective head of the unit.

(4) The administrative management of the respective structural subdivision of MU-Pleven, in which an investigation or preliminary inspection is carried out, shall be obliged to immediately notify the rector of MU-Pleven in writing.

(5) *(new - by GA decision, Minutes 4/05.11.2020)* The carrying of weapons shall be prohibited on the premises of the University and the adjacent territory, except by the specialized state bodies or security guards at the University in coordination with the rector of the University.

**Article 5.** (1) Activities at MU-Pleven may not evoke restrictions or advantages based on sex, race, nationality, ethnicity, human genome, citizenship, origin, religion or belief, education, beliefs, political

affiliation, personal or social status, disability, age, sexual orientation, marital status, property status or any other grounds established by law or in an international treaty to which the Republic of Bulgaria is a party.

(2) (new - by GA decision, Minutes 4/05.11.2020) At MU-Pleven it is not allowed to carry out activities violating the constitutional rights of members of the academic community related to race, nationality, ethnicity, origin, religion, belief, political affiliation.

## ACADEMIC FREEDOM

**Article 5a.** (new - by GA decision, Minutes 4/05.11.2020 years) When carrying out its activities, the University shall enjoy academic freedom, which consists in the freedom of teaching, freedom of research, freedom of creative expressions, freedom of education, freedom of cooperation for joint educational activities with other universities and research organizations and of educational franchise with other universities and institutes, as well as of joint research, artistic - creative, project and innovation activities with other higher education institutions and organizations in the country and abroad.

## II. PURPOSE, TASKS AND POWERS

**Article 6.** MU-Pleven conducts modern - meeting the European and world standards, the traditions of the Bulgarian medical school and the laws in the country - educational and scientific policy for:

1. modern theoretical and practical training of students, doctoral students and postgraduate fellows in the field of medical-biological, medical-social sciences, practical medicine and medical art, pharmaceutical sciences, health management, health care and medical pedagogy;
2. development of research activity.

**Article 7.** MU-Pleven pursues the policy in question while combining academic independence, its responsibility to society and the single policy put in place by the state for European integration in the field of higher education, science and healthcare.

**Article 8.** The main goal of MU-Pleven is to carry out the scope of its activity in accordance with the health and social needs of the nation and the priorities of the national educational, scientific and health strategy.

**Article 9.** MU-Pleven performs the following tasks arising from Article 13 and Article 14 of these Rules:

1. it determines the priorities in its scope of activity;
2. it plans, organizes and conducts the educational process of students, doctoral students and postgraduate fellows;
3. it plans and carries out its research activity on socially significant problems of the main areas of science for humans and their living environment, as well as on those arising from the strategy for reform in national healthcare;
4. it organizes and renders highly specialized diagnostic and consultative assistance, including under contracts with state and private healthcare and economic organizations and develops related activities;
5. it carries out consultative and organizational and methodical assistance to healthcare facilities;
6. it creates conditions for development of the scientific and teaching staff in the field of medicine, pharmacy, public health, social activities and medical care;
7. it carries out epidemiological, sociological and clinical studies on the health condition of the population in the region;
8. it participates in international educational, scientific and other programmes.

**Article 10.** MU-Pleven performs other tasks related to the scope of its activity, which are not prohibited by the laws in the country.

**Article 11.** In order to put in place its policy, goals and tasks, MU-Pleven has established:

1. a structural organization corresponding to the scope of activity;
2. statutory base, whereby to regulate its main activities, for their resource availability and management;
3. (*supplemented by GA decision, Minutes 4/05.11.2020*) conditions for creative freedom and initiative of the academic staff and other specialists, provided that they do not contradict the laws in force in the country in independent determination of the scientific and teaching staff and the conditions for admission and forms of education of students, doctoral students and postgraduate fellows;
4. conditions for protection of intellectual property and the patent-licensing activity;
5. conditions for development of the international cooperation;
6. conditions for integration with scientific, educational, economic and other organizations in the country and abroad through lawful economic, organizational and other forms of joint activity.

**Article 12.** MU-Pleven enjoys the autonomy granted to it by the state in planning, organization and conduct of teaching and research activities.

**Article 13.** (1) MU-Pleven shall be entitled:

1. to determine its organizational structure and to adopt its Rules of Procedure;
2. to organize and conduct competitions for admission of students, doctoral students and postgraduate fellows;
3. to choose specialities in which to carry out the training of students and doctoral students; to conduct continuing medical training of medical specialists under the Healthcare Act;
4. to develop and approve plans and programmes for the purposes of the educational process with students, doctoral students and postgraduate fellows, as well as to choose the forms of studies;
5. to announce and conduct competitions to recruit academic staff under conditions and in accordance with the procedure established in the Higher Education Act (HEA), the Academic Staff Development Act in the Republic of Bulgaria (ASDRBA) and the Rules implementing it;
6. to associate with higher education institutions, scientific and other organizations in the country and abroad to train students and enhance the qualification of medical and non-medical specialists, as well as to carry out joint research, project and innovation activity;
7. to announce and conduct competitions for financial support of research projects on the basis of free competition and expert evaluation;
8. to carry out patent and licensing activity;
9. to organize international cooperation and to join international organizations and associations;
10. to build, possess or use material resources necessary for the educational and research activity and for the social and living needs of students, doctoral students, postgraduate fellows, teaching and administrative staff;
11. to establish non-profit associations in the country and abroad, related to the scope of its activity under the conditions and procedure set out in a law or another statutory act.
12. (*new - by GA decision, Minutes 4/05.11.2020*) to sign contracts for training and for improvement of qualification of holders of a university degree and/or for training in the Master's degree and a doctoral degree, and to carry out scientific and applied research, creative, design and innovation activity;
13. (*new - by GA decision, Minutes 4/05.11.2020*) to join Bulgarian and/or foreign higher education institutions, recognized under the legislation of the respective state, for joint training of students, doctoral students and postgraduate fellows, in academic activities and lifelong learning, the provision or acquisition of educational franchise, and to be entitled to open its offices abroad in accordance with the laws of the

respective country, the right of association with higher education institutions and other organizations in the country and abroad in the implementation of the activities under item 12;

14. *(new - by GA decision, Minutes 4/05.11.2020)* to be entitled to recognise in accordance with state requirements university degrees acquired abroad or periods of training completed in foreign higher education institutions, recognized under the legislation of the respective country, so that the holder can continue their studies at the recognising higher education institution;

15. *(new - by GA decision, Minutes 4/05.11.2020)* to be entitled to carry on economic activity, connected with the main activities of the University and to market scientific and research outputs and objects of intellectual property;

16. *(new - by GA decision, Minutes 4/05.11.2020)* to be entitled to association with other persons, and to the creation of commercial companies for the purpose of economic realization of outputs of research and objects of intellectual property with own resources under the conditions and procedure set out in statutory acts;

17. *(new - by GA decision, Minutes No 4/05.11.2020)* to be entitled to conduct paid training in the Bachelor's degree programmes, in the Master's degree programmes and in the doctoral degree under the conditions laid down in statutory acts and the Rules of the University;

18. *(new - by GA decision, Minutes 4/05.11.2020)* to be entitled to open subsidiaries abroad and to provide abroad educational franchise under conditions set out in legislative acts;

19. *(new - by GA decision, Minutes No 4/05.11.2020)* to be entitled to conclude on behalf of the state higher education institutions with state and municipal schools in the pre-school and school education system agreements to carry out joint educational activity in the subjects and/or modules for acquisition of the profiled and professional training in upper secondary level of education, as well as for the subjects for acquisition of specialized training in the secondary level of education in compliance with the requirements of this law and the Preschool and School Education Act.

(2) The right to open specialities for postgraduate training for senior medical and non-medical staff, as well as for its duration shall be exercised within the framework of the respective ordinance of the Ministry of Health.

**Article 14.** *(revoked by GA decision, Minutes 4/05.11.2020)*

### III. SYMBOLS AND RITUALS

**Article 15.** MU-Pleven has its own stamp, academic coat of arms and flag.

**Article 16.** *(amended - GA decision, Minutes 4/05.11.2020)* (1) The academic coat of arms of MU-Pleven is the letter U (the first one in University) with the symbol of a dove with spread wings above the letter positioned above the year 1974 in which the university was founded and a laurel crown, under which is a ribbon with the slogan of the university - NON SIBI, SED OMNIBUS - NOT FOR ONESELF, BUT FOR EVERYBODY. The letter U, the symbol of the dove, the year 1974, the laurel crown and the ribbon with the slogan of the university are in gold and black.

(2) The stamp of MU-Pleven depicts the academic coat of arms. Around it on the outside there is an inscription: "Medical University - Pleven".

(3) The stamp shall be kept by specially designated persons and shall be placed on the official documents of MU-Pleven.

(4) The faculties and other main structures of MU (Medical College, LSTD and Research Institute) shall have academic coats of arms, repeating the main elements of the coat of arms of MU-Pleven with an inscription on the outside, corresponding to the name of the primary unit.

**Article 17.** (1) The flag of MU-Pleven is in white. It depicts the coat of arms of the University with the year of its establishment - "1974", and around it - the inscription "Medical University - Pleven". The flag shall be kept in the rector's office.

(2) The flag shall be brought out on solemn occasions and shall be carried by a flag bearer and two assistant students - appointed by the Academic Council (AC) upon proposal of the Student Council.

**Article 18.** (1) Symbols of the rector's dignity and of the unity of MU-Pleven are a scepter, a necklace, a toga and a hat.

(2) In its upper part the rector's scepter bears the academic coat of arms of MU-Pleven.

(3) The rector's necklace depicts the academic coat of arms of MU-Pleven.

(4) The rector's toga is black with a white collar. It is matched with a hat in the colour of the toga.

**Article 19.** University holidays, awards and honorary titles.

(1) The university holidays shall be:

1. The holiday of MU-Pleven on 31 October each year, the grand opening of the new academic year with the admission of freshmen and promotions of graduates of MU-Pleven in the relevant units, which are non-classes but attendance days.

2. The student holiday – 8 December, which is a day off from classes.

(2) The university awards and honorary titles are:

1. The Golden Hippocrates Award granted to those awarded by the AC of MU-Pleven by the rector during the promotion.

2. The Doctor Honoris Causa honorary title is announced by the rector at an official University celebration, with a lecture by those awarded the title by the AC of MU-Pleven.

**Article 20.** The official publications of MU-Pleven are the Academia Medica newspaper, advertising publications for admission of students at MU-Pleven (in Bulgarian and English).

## IV. STRUCTURE

**Article 21.** (*amended by GA decision, Minutes 4/05.11.2020*) MU-Pleven shall be a higher education institution, which:

1. provides training in the educational and qualifications degrees: Professional Bachelor's, Bachelor's, Master's and in a doctoral degree;

2. has the necessary academic staff as set out in the Higher Education Act.

3. provides the academic staff, students and doctoral students with conditions to print scientific papers, textbooks, monographs, as well as for organisation of relevant creative and scientific events;

4. maintains international contacts in its training, creative and scientific activity;

5. has a university information centre for administrative services for lecturers, students, doctoral students and postgraduate fellows.

### **Primary structural units**

**Article 21a** (*new - GA decision, Minutes 4/05.11.2020*) The primary structural units of the University are the faculties and the Language Training Department, the Medical College and the Research Institute. They shall be set up, transformed and closed upon proposal of the Academic Council under the conditions and procedure set out in the Higher Education Act.

(2) The department shall be a unit of a faculty, branch or college, which carries out educational and research (artistic and creative) activity in one or a group of related disciplines. The department includes at least 7-member academic staff on a primary employment contract at the higher education institution.

(3) The University may also establish branches, which are territorially outsourced structures.



## Service units

**Article 21b.** (new - GA decision, ex. No 4/05.11.2020) (1) The University's service units shall be:

1. University library;
2. Publishing centre with a printing facility;
3. Centre for international students;
4. Career development centre;
5. Distance learning centre;
6. Information services centre;
7. Postgraduate training centre;
8. Sectors;
9. Sections;
10. Laboratories;
11. Administrative directorates, Departments, Sectors and Sections:
  - Business directorate;
  - Financial directorate;
  - Human Resources Department, etc.
12. Administrative units:
  - Public Relations Unit, etc.

(2) The servicing units under the preceding paragraph shall be established, transformed and closed by the Academic Council, which shall adopt their Rules.

(3) The complete list of the service units and their Rules shall be published on the internal website of the University.

(4) (4) (supplemented by GA decision, Minutes 4/05.11.2020) MU-Pleven shall operate in the following main areas: Educational activity, Research activity, Quality of Education and Accreditation Activity, European Integration and Cooperation Activity and University Hospital Coordination Activity. By the AC decision, other main areas and service structures can be formed.

(5) (supplemented by GA decision, Minutes 4/05.11.2020) The structure and functions of the management bodies of the primary and service units shall be determined by these Rules and their internal Rules, approved by AC, which are an integral part of these Rules. The Rules shall regulate: the name and the seat of the unit; the scope of activity; goals and objectives; the structure; management; control over the activity and other issues according to the scope of activity of the respective unit.

**Article 22.** For the purposes of educational and scientific activities in one or a group of related disciplines, the primary units shall establish departments, sectors, sections and laboratories in accordance with the procedure established by law and these Rules.

**Article 23.** (amended and supplemented by GA decision, Minutes 4/05.11.2020) (1) The **FACULTY** shall be a primary unit of the higher education institution, which brings together not less than three departments to provide education to students, doctoral students and postgraduate fellows in one or several professional fields in the area of higher education in which the higher education institution is accredited to conduct training.

(2) The faculty shall:

1. (amended and supplemented by GA decision, Minutes 4/05.11.2020) have habilitated persons from the academic staff of the faculty on a primary employment contract to give not less than 70% of lecture classes for each speciality.

1.1. If necessary and upon a decision of the academic council for individual specialities, the habilitated persons may conduct not less than 50% of lecture classes.

1.2. Based on a decision of the respective faculty council up to 10% of the total number of hours of the curriculum in the Bachelor's degree and up to 20% of the total number of hours of the curriculum in the Master's degree can be conducted by prominent practitioners

2. maintain active international contacts in education and research-related issues;

3. organize and conduct the educational process with students and doctoral students in accordance with the basic guidelines and plans approved for this purpose by the AC;

4. conduct postgraduate training for holders of higher medical and non-medical education in accordance with the educational content of this training approved by the departmental and faculty councils;

5. organize the implementation of research projects approved in the form of public procurement, as well as of projects financed by other legal and natural persons;

6. protect copyright and intellectual property in accordance with the approved internal rules and the legislation in force in the country;

7. organize and conduct competitions for scientific and teaching staff in compliance with the requirements of the ASDRBA and the RIASDRBA;

8. conduct competitions for doctoral students after the call;

9. compile and implement resource-backed programmes for maintenance and development of the material and technical base necessary for the educational and scientific activity.

10. *(new - by GA decision, Minutes No 4/05.11.2020)* In addition to the activities under items 1-9, the Faculty of Medicine of MU-Pleven shall provide therapeutical and diagnostic activity upon conducting practical training for students and doctoral students in medicine and pharmacy, postgraduate training of doctors and physicians, as well as in carrying out scientific activities.

(2) The Faculty/College has a student office, which is directly subordinated to the dean/director. It works autonomously on specific academic issues in the respective faculty/college. On general university issues related to the provision of scholarships, dormitories, health insurance, statistics, planning and reporting on the admission of new students, etc. the student offices are directly subordinated to the deputy rector in charge of academic affairs and the head of the Education Department

(3) *(amended by GA decision, Minutes 4/05.11.2020)* The structure of the Faculty, the functions of its management bodies, as well as its organization and activities shall be regulated by Internal Rules, approved by the Academic Council of MU-Pleven.

**Article 24.** *(amended and supplemented by GA decision, Minutes 4/05.11.2020)* The **College** is a primary unit of MU-Pleven, which has academic staff on a primary employment contract which in each speciality gives not less than half of the classroom and practical classes. The habilitated persons on a primary employment contract give not less than 50% of the lecture courses for each speciality.

**Article 25.** (1) *(amended and supplemented by GA decision, Minutes 4/05.11.2020)* The College shall conduct training of holders of higher education diplomas with the professional Bachelor's degree in professional fields Medical Care and Social Activities. The structure of the College, the functions of its management bodies, as well as its organization and activities are regulated by internal Rules, approved by the Academic Council of MU-Pleven.

(2) Diplomas for completed professional Bachelor's degree shall be obtained upon successful fulfilment of all obligations, provided by the curriculum.

(3) The form of studies in the College shall be full time.

(4) *(amended and supplemented by GA decision, Minutes 4/05.11.2020)* The graduates of the College may continue their education at the Faculty of Public Health to acquire the Bachelor's degree in accredited specialities.

(5) *revoked by GA decision of 11.12.2008*

(6) *(revoked by GA decision, Minutes No 4/05.11.2020)*

(7) *(revoked by GA decision, Minutes 4/05.11.2020)*

**Article 25a.** (1) *(supplemented by GA decision, Minutes 4/05.11.2020)* The **RESEARCH INSTITUTE** is a primary unit in the structure of MU-Pleven and implements, independently or jointly with other research organizations, fundamental and applied research in various fields of medicine and brings together academic staff to carry out long-term research.

(2) *(new - by GA decision, Minutes 4/05.11.2020)* Persons appointed in academic positions on a primary employment contract at the Institute, in view of their area of research, may also carry out educational activity under this contract of up to 50% of the standard for academic employment in the respective specialities, determined for the teaching staff of the higher education institution.

(3) *(new - by GA decision, Minutes No 4/05.11.2020)* The Academic Council of MU-Pleven may assign to the Institute to conduct training in specialities corresponding to its research profile, which is provided by not less than 7 academic staff members on a primary employment contract at the Institute.

(4) The structure of the Research Institute, the functions of its management as well as its organization and activities shall be governed by the Rules of Procedure approved by the Academic Council of MU-Pleven.

**Article 25b.** *(amended and supplemented by GA decision, Minutes 4/05.11.2020)* (1) **LSTD** is mainly part of the structure of MU-Pleven meant to ensure training in one or more disciplines, which do not constitute a speciality. The department has at least 14 academic staff members on a primary employment contract, providing:

1. foreign language training for all specialities at the University;
2. Bulgarian language training for ethnic Bulgarian students and international students;
3. Bulgarian language and foreign language training in a preparatory course;
4. specialized courses for students, postgraduate fellows and doctors for mobility in educational and scientific projects.

(2) The structure of the Department shall be determined by a decision of the AC and shall include:

1. Latin language sector;
2. Bulgarian language sector;
3. Western languages sector;
4. Sector of natural sciences.

(3) The sector is a structural unit of LSTD, which carries out educational and scientific-methodical/scientific activity in the respective discipline.

(4) The functions of its management bodies, as well as its organization and activities shall be regulated by these Rules and by internal Rules, approved by the Academic Council of MU-Pleven.

**Article 26.** (1) The **DEPARTMENT** of MU-Pleven is a unit of a Faculty, which carries out educational and research activity in one or a group of related disciplines. The department includes at least 7 academic staff members on a primary employment contract at the University. There may be sectors within the department.

(2) The departments shall:

1. prepare curricula for the disciplines, falling within the scope of their educational activity and on their basis organize and conduct the training of students, doctoral students and postgraduate fellows;
2. implement the projects approved under state and MU-Pleven priorities for research activity, as well as those financed by other legal entities and individuals;
3. carry out in cooperation with the University Hospital health, rehabilitation and prophylactic activities;
4. carry out consultations and assessments within their scientific, health and prophylactic activity;
5. organize the scientific and professional growth of their research and teaching staff;
6. develop and propose to the management of the primary unit draft estimates for the material-technical and personnel resources needed for their activity.

(2) (new - by GA decision, Minutes 4/05.11.2020) Sectors, centres, sections and laboratories shall be established at the departments by GA decision, to ensure the educational, scientific and research activities of the primary units of the University.

**Article 27.** (1) (supplemented by GA decision, Minutes 4/05.11.2020) **UNIVERSITY HOSPITALS**, within the term of the accreditation assessment, shall be bases for training of students, doctoral students and postgraduate fellows at MU-Pleven, affiliated to departments for teaching, health and research activities under a contract with the rector of MU-Pleven.

(2) The rector of MU-Pleven shall conclude annually at the beginning of the academic year contracts with bases for practical training of students, doctoral students and postgraduate fellows, upon approval by the Academic Council of proposals prepared by the faculty councils.

(3) The Academic Council shall approve the allocation of departments in the clinical units for training at University Hospitals.

**Article 28.** (1) The library is a servicing unit at MU-Pleven, which shall:

1. perform bibliographic and library activity;
2. collect, process, print and disseminate information;
3. file and store scientific documentation necessary for education and research.

(2) The structure, the activity and the organization of work at the library shall be set out by internal Rules, which shall be approved by the AC.

**Article 29.** (1) The publishing centre is a servicing unit at MU-Pleven, through which scientific papers, textbooks, monographs and other materials, necessary for the theoretical and practical training of the scientific and teaching staff, of students, doctoral students and postgraduate fellows are published and printed.

(2) The structure, the activity and the organization of work at the Publishing Centre shall be set out by internal Rules, which shall be approved by the AC.

**Article 30.** (amended by GA decision, Minutes 4/05.11.2020) **The Centre for International Students** is a specialized unit at MU-Pleven coordinating activities related to the admission and training of international students in compliance with the legislation.

(2) The Centre shall be responsible for the presentation and advertising of the University in Bulgaria and abroad regarding the admission of international students.

(3) The Centre shall be in charge of the communication between the University and various ministries, embassies, Bulgarian and international companies and organizations on the issues of the admission of international students.

(4) The **activities** of the Centre for International Students shall involve:

- Organizing an admission campaign and receipt of documents, ranking, enrollment and supporting the accommodation of international students.
- Introducing students to their rights and obligations, as per the Rules for the organization of educational activities of MU-Pleven.
- Supporting the adaptation and socialization of international students.

(5) The structure, the functions and the overall activity of the Centre shall be regulated by Rules, adopted by the AC.

**Article 30a** (new - by GA decision, Minutes 4/05.11.2020) **The Career Development Centre** shall assist graduates, doctoral students and postgraduate fellows of MU-Pleven in finding a job in the speciality, and to do so it shall:

- maintain connections and monitor the realization and development of university graduates;
- maintain connections and cooperate with career development centres of other universities belonging to the Association for Career Guidance and Development of Higher Education.
- maintain connections with employers and provide information about vacancies;

- organise meetings of students of MU-Pleven with employers;
- maintain connections with the professional medical organizations (BMA, BHCPA), pharmacists' associations (BSMF and BSFPB), etc.

(2) The **Career Development Centre's** functions and activities shall be regulated in the Rules adopted by the AC.

**Article 30b** (new - by GA decision, Minutes 4/05.11.2020) **The Distance Learning Centre (DLC)** is a service unit of MU-Pleven with basic functions to implement all technical and technological activities directly related to the distance learning at MU-Pleven.

(2) The activities related to DL and self-organised learning shall be regulated in the Rules for the organization and conduct of distance learning and self-organised learning at the Medical University - Pleven, which is adopted by a decision of the AC of the University.

(3) The DLC functions and activities shall be governed by Rules of organization and work of the Distance Learning Centre (DLC) at Medical University - Pleven, which regulate all matters relating to the structure, management and financing of DLC).

**Article 30c** (new - by GA decision, Minutes 4/05.11.2020) (1) **The Information Services Centre (ISC)** provides IT services on the premises of the Medical University - Pleven, which include:

- support to the university computer network, maintenance of existing computer equipment and associated periphery;

- maintenance of existing server systems at MU-Pleven, creation and construction of new ones, virtualization of existing server systems, maintenance of the information system at MU-Pleven, integration of existing and new information systems at MU-Pleven;

- maintenance and development of IT systems, creation of wireless computer networks, automated archiving and timely recovery of all server systems.

- The main focus is the Automated Information System for lecturers, departments, sectors, administration, students and prospective students, ensuring its normal work process.

(2) The functions and activities, which the **ISC** performs, shall be assigned by orders of the rector and other internal statutory acts.

**Article 30d** (new - by GA decision, Minutes No 4/05.11.2020) (1) **The Postgraduate Training Centre (PTC)** organizes, registers, coordinates and controls postgraduate training in the facilities contracted by MU-Pleven.

(2) The activity of the Centre shall be organized and controlled by a head, a habilitated person, who shall be appointed by the rector of MU-Pleven.

(3) The functions and activities that the **Postgraduate Training Centre (PTC)** implements are regulated by these Rules.

**Article 30e.** (new - by GA decision, Minutes 4/05.11.2020 years) (1) The activities of the primary and auxiliary units of the University are supported by administrative units, structured in accordance with the applicable provisions of the legislation in force.

(2) The number of full-time staff shall be determined by a decision of the Academic Council of MU-Pleven.

## V. MANAGEMENT AND CONTROL BODIES

**Article 31.** (1) The management of MU-Pleven and its units shall be carried out by elected academic management bodies with a four-year mandate. The term of office of the management bodies shall not be interrupted by partial elections. The terms of office of additionally elected members shall expire when the term of office of the body expires.

(2) *(new - by GA decision, Minutes No 4/05.11.2020)* Habilitated persons who work on a primary employment contract at the higher education institution may be elected rector, dean and head of a branch, department or college. A management contract is concluded with the elected rector of a state-run higher education institution under Article 10(2)(10) of the Higher Education Act, and with the elected dean, director of unit, branch and college, head of department and their deputies an additional agreement under Articles 119 and 107 of the Labour Code.

(3) *(amended by GA decision, Minutes 4/05.11.2020)* The persons elected to the managerial positions of rector, dean, director of unit, branch and college, head of department and their deputies, may not be elected for more than two consecutive terms in the same office.

(4) *(amended by GA decision, ex. No 4/05.11.2020)* The mandate of the persons under paragraph 2 shall be terminated prematurely at their request or may be recalled before the end office by a decision of the body that elected them, adopted by a majority of more than half of its listed members and upon reaching the age of 65. The body that elected them shall conduct a partial election within 2 months.

(5) *(new - by GA decision, Minutes 4/05.11.2020)* In case of early departure, a term of office shall mean the time in which the person has held the respective managerial position for more than two years.

(6) *(amended by GA decision, Minutes 4/05.11.2020)* Persons whose age as of the date of election does not allow them to fulfil at least half of the statutory term of office until they turn 65 years of age may not be elected to a managerial position.

(7) *(supplemented by GA decision, Minutes 4/05.11.2020)* The managerial elected positions (rector, dean, their deputies, director of LSTD, director of the College, director of the Research Institute, head of department, sector and head of the units equated to them) are held by persons on a primary employment contract at MU-Pleven.

(8) The AC members and the members of the councils of the primary units shall leave ahead of time at their request or by decision of the body that has elected them.

(9) Members of the General Assembly (GA) electing the respective council may attend the meetings of the AC and the councils of the primary units. Under certain items on the agenda, the council may admit or invite interested persons and representatives of interested units and organizations to participate in the meetings.

(10) The General Assembly of MU-Pleven may authorize its management bodies to draft, adopt, approve and modify the Rules of separate units or activities.

(11) The rector and the heads of the primary units at MU-Pleven shall have the right to convene on the agenda proposed by them the collective bodies for management of units at a level lower than the level of the units, which lead and participate in their meetings with advisory voice.

(12) The decisions of the management bodies of MU-Pleven which contradict the laws and the effective statutory acts or these Rules shall be invalid.

**Article 31a.** *(new - by GA decision, Minutes 4/05.11.2020)* For the purposes of constituting the management bodies of the higher education institution and the primary units, academic staff members shall be considered staff on primary employment contracts if they are:

- on a primary employment contract at MU-Pleven in the respective primary unit within the meaning of paragraph 4e(1) of the Additional Provisions of the Higher Education Act;
- habilitated employees of MU-Pleven in the respective primary unit, who work on a primary employment contract at the University Medical Facility in the town of Pleven;
- non-habilitated employees of MU-Pleven in the respective primary unit, who work on a primary employment contract in the University Medical Facility in Pleven and are selected by the respective primary unit to represent the non-habilitated lecturers in the management bodies of the University.

- the University Medical Facility is the medical institution which houses the Department of MU-Pleven, pursuant to a decision of the Academic Council under Article 27(4) of these Rules.

**Article 32.** (amended and supplemented by GA decision, ex. No4/05.11.2020) (1) The management bodies of MU-Pleven are the General Assembly, the Academic Council and the rector.

(2) (new - by GA decision, Minutes 4/05.11.2020) The management bodies of the higher education institution shall be elected for a four-year term.

(3) (new - by GA decision, ex. No4/05.11.2020) The mandate of the management bodies of the higher education institution shall not be interrupted by the holding of by-elections, as well as in case of transformation of the higher education institution. The terms of office of the additionally elected members shall expire when the term of office of the body expires.

(4) (new - by GA decision, Minutes 4/05.11.2020) The powers of the rector of the higher education institution shall be terminated with the mandate of the General Assembly, which has elected him/her. He/she performs the functions until the election of a new rector, but for no more than two months.

(5) (new - by GA decision, Minutes 4/05.11.2020) The management contract with the rector under Article 10(2)(3) of the HEA shall be discontinued upon the termination of the term of office under Article 35 and when he/she turns the age of 65. The term of office of the deputy rector shall end with the term of office of the rector, who has nominated him/her for election by the Academic Council.

(6) (amended by GA decision, Minutes 4/05.11.2020) The powers of the Academic Council shall be terminated with the mandate of the General Assembly, which has elected them. They perform their functions until the election of a new AC.

(7) (new - by GA decision, Minutes 4/05.11.2020) The single-member management bodies have the mandate of the body that elected them. They shall hold office until a new election is held, but for not more than two months after the end of their term of office. The term of office of the single-member management bodies shall be terminated early when they are dismissed from their academic position.

(8) (new - by GA decision, Minutes 4/05.11.2020) At the initiative of the management bodies of the higher education institution and of the Minister of Education and Science, the development policy under Article 10(3) of the HEA may include a list of strategic goals and objectives, without changing conceptually the policy.

(9) (new - by GA decision, Minutes 4/05.11.2020) The development policy under Article 10(3) of the HEA shall be prepared after discussion with the interested parties and shall be approved by the Minister of Education not later than three months before the election of a new rector.

(10) (new - by GA decision, Minutes 4/05.11.2020) In case of early termination of the rector's term of office, the next rector shall put in place the approved policy for development of the higher education institution until the end of the term of office.

**Article 33.** (amended and supplemented by GA decision, Minutes 4/05.11.2020) (1) **THE GENERAL ASSEMBLY** is a supreme governing body.

(2) Members of the General Assembly shall be: representatives of the academic staff on a primary employment contract at MU-Pleven and on an additional employment contract under Article 73 of the HFA, representatives of students and doctoral students, and of the administrative staff from all units.

(3) The structural composition of the General Assembly is the following:

1. The total number General Assembly members is determined by the number of academic staff members on an employment contract with MU-Pleven, which is not less than 80% of the members of the General Assembly;

2. not less than a quarter of them are non-habilitated lecturers;

3. the members representing students and doctoral students are 16% of the general assembly members;

4. the members representing the administrative staff are 4% of the general assembly members, as they have at least one representative.

(4) The procedure and the arrangements for election of the General Assembly shall be governed by section six of these Rules, and the procedure for election of representatives of students and doctoral students - in the Rules for the organization and the activity of the student council.

**Article 34.** (amended and supplemented by GA decision, Minutes 4/05.11.2020) The General Assembly of MU-Pleven has the powers to:

1. elect for its term of office by secret ballot a chairperson and a deputy chairperson of the General Assembly among habilitated members;

2. discuss and adopt the annual report of the rector on the state of the University, as well as the final report at the end of the mandate for the period of management;

3. adopt or amend the Rules of Procedure of MU-Pleven by a simple majority of its listed members;

4. elect by secret ballot the rector and propose to the Minister of Education and Science the conclusion of a contract under Article 10(2)(10) of the Higher Education Act;

5. determine the number of AC members and elect by secret ballot its members;

6. determine the number of the members of the Control Board and elect for the term of its mandate by secret ballot a chairperson, deputy chairperson and members of the Control Board;

7. if necessary, set up committees on separate aspects of the University activity;

8. The General Assembly shall be represented by its chairperson.

9. The chairperson of the General Assembly represents the higher education institution in the employment relationship for the academic position held by the rector.

10. In case of obvious non-fulfillment of the policy for development of the higher education institution approved under Article 10(3) of the Higher Education Act, as a result of decision/s of individual and/or collective management bodies, the chairperson of the General Assembly shall notify the Minister of Education.

**Article 35.** (1) The General Assembly of the University shall be convened at least once a year by its chairperson by decision of the Academic Council, at the request of the rector or of  $\frac{1}{4}$  of the list of the General Assembly;

(2) The General Assembly members shall be notified in writing not later than 14 days before the scheduled date of the meeting, and a draft agenda shall be sent to them, and the materials to be discussed shall be at their disposal on the premises;

(3) The meetings of the General Assembly shall be held if  $\frac{2}{3}$  of the list members are present. When determining the quorum, persons on leave with temporary incapacity for work, due to pregnancy, childbirth and adoption, and for child care or on a business trip abroad (reduced composition) shall not be counted. The total number of these persons may not exceed  $\frac{1}{4}$  of the number of persons on the list;

(4) Students and doctoral students who have interrupted their studies or with a pending status shall not participate in the meeting of the General Assembly;

(5) The General Assembly shall make decisions by a simple majority of those present, except for the adoption of the Rules of Procedure of the University and changes therein, which requires a simple majority of the list members of the General Assembly;

**Article 36.** (1) The meetings of the General Assembly are open for each staff member, unless the General Assembly decides otherwise;

(2) If on the announced date, there is no quorum ( $\frac{2}{3}$  of its reduced composition), the meeting shall be held 1 hour later and shall be considered regular if more than half of the list members are present.

(3) The decisions shall be taken by open voting, except when otherwise provided by law or in these Rules or the General Assembly decides otherwise. All decisions are valid if taken by a majority of the votes cast, subject to a quorum.



**Article 37.** (amended and supplemented by GA decision, ex. No4/05.11.2020) (1) **THE ACADEMIC COUNCIL** shall be a collective body for management and control of the activity of the University. The Academic Council consists of 40 members and includes representatives of the academic staff working on a primary employment contract with the university, students, doctoral students and staff.

(2) The Academic Council is composed of:

1. The members representing the academic staff on a primary employment contract with the University and on an additional employment contract under Article 73 of the HFA are 81% of the members of the academic council;

2. not less than a quarter of them are non-habilitated lecturers;

3. 15% are doctoral students and students;

4. one member representing employees.

5. Only the rector is an *ex officio* member of the Academic Council.

6. Deputy rectors, deans, directors of the primary structural units, the chairperson of the Student Council and the chairmen of the trade unions at the University, entitled to collective bargaining, shall participate in the meetings of the Academic Council with advisory vote, unless they are elected as regular members.

**Article 38.** (amended and supplemented by GA decision, Minutes 4/05.11.2020) The Academic Council is a body for management of the educational and scientific activity of the higher education institution, which shall:

1. Determine the educational policy of the University, in accordance with the approved policy under Article 10(3) of the Higher Education Act, adopt the mandate programme and control its implementation.

2. Approve the annual report of the rector on the results of the activity and the annual report with the financial and natural indicators of the higher education institution.

3. Make proposals in the cases under Article 9(3)(3) of the Higher Education Act for opening, transformation of a faculty or college at the request of the higher education institution.

4. Make decisions for creation, transformation or closure of departments, sectors, centres and service units at the University.

5. Determine the specialities, forms and degrees in which training is provided and annually declares, respectively propose to the Minister of Education and Science the number of students and doctoral students, on proposals of the departments for vacancies for doctoral students, as well as distribute the state-subsidised vacancies for doctoral students granted by the Council of Ministers.

6. Approve or change qualification characteristics and curricula.

7. Define the scientific policy of the University and decide on main issues of organization and content of research.

8. Determine the structural composition of the General Assembly and the organization for election of its members

9. Determine the personnel policy of the University, approve the job descriptions of academic staff and adopt Rules for the attestation of academic staff.

10. Elect deputy rectors on the proposal of the rector.

11. Decide on:

(a) (new - by GA decision, Minutes No4/05.11.2020) association with Bulgarian and/or foreign universities for joint training of students, doctoral students and postgraduate fellows, of educational activities and training in lifelong learning and educational franchise, as well as for association with universities and other organizations in the country and abroad;

(b) (new - by GA decision, Minutes 4/05.11.2020) concluding contracts for joint educational activities and for the implementation of joint educational programmes with foreign universities, for the opening of units abroad, including branches of higher education institutions abroad, as well as agreements

for joint research, artistic, design and innovation and other forms of joint activity with foreign higher education institutions and organizations recognized under the legislation of the respective state;

(c) *(new - by GA decision, Minutes 4/05.11.2020)* membership in international organizations;

12. Annually adopt the draft budget of the University and control the allocation and implementation of the consolidated budget.

13. Award the Doctor Honoris Causa honorary title and other honorary titles, awards and diplomas.

14. Approve a system for evaluation and maintenance of the quality of education and of academic staff at the University, regulated by the Rules for the structure and the activity of the internal system for evaluation and maintenance of the quality.

15. Adopt Rules of operation within two months after its election.

16. All other issues that are not within the exclusive competence of the General Assembly shall be within the competence of the Academic Council in accordance with its Rules.

17. Approve internal rules and Rules for certain educational, scientific and other activities of MU-Pleven, for the structure and activity of the University units and other statutory documents.

18. Approve standards for teaching load of academic staff.

19. Determine the number of deputy deans of the respective faculties.

20. *(new - by GA decision, Minutes No4/05.11.2020)* annually propose to the Minister of Education and Science the amount of fees for application and training of students and doctoral students; for some categories of students and doctoral students the academic council may set fees in a reduced amount compared to those approved by the Council of Ministers

21. *(new - by GA decision, Minutes No4/05.11.2020)* decide on the establishment of a sports club under Article 43(1)(1) of the Physical Education and Sports Act and adopt Rules for its organization and activity;

22. *(new - by GA decision, Minutes No4/05.11.2020)* elect members of the board of trustees who participate in the academic council with the right to vote.

23. *(new - by GA decision, Minutes 4/05.11.2020)* decide on association with other persons, as well as for establishment of companies for the purposes of economic benefits from outputs of research and intellectual property under the conditions and procedure set out by the Council of Ministers act.

24. *(new - by GA decision, Minutes 4/05.11.2020)* determine the procedure for coordination of the projects of school curricula and study programmes in the subjects and/or modules of the profiled, professional and specialized training in the cases under Article 21(1)(16) of the Higher Education Act.

**Article 39.** By decision of the AC, departments are established in the main areas of the scope of activity of MU-Pleven, which are managed by the respective deputy rectors.

**Article 40.** (1) A habilitated person on a primary employment contract at the University shall be elected to the position of rector.

(2) Each candidate for rector shall submit his/her work programme for discussion before the General Assembly of the University.

(3) Throughout his/her mandate, the habilitated person elected rector may not be a member of a governing body of a political and religious organization, as well as of economic organizations with a subject of activity concerning the overall activity of the University.

**Article 41.** (1) The **RECTOR** shall have the powers and obligations to:

1. Represent the Medical University - Pleven and manage, organize, control and coordinate its overall activities.

2. Make proposals to the academic or state bodies and organize the activities to solve strategic problems of the University and its future development.

3. be an ex officio member of the Academic Council and its chairperson. He/she shall sign decisions, prepare the documents resulting from those decisions and report to the Council.

4. As an employer he/she concludes and terminates collective and individual employment contracts in accordance with the effective law in the country and these Rules.

5. Finally resolve all issues related to admission, deregistration and transfer of students, doctoral students and postgraduate fellows.

6. Make decisions on the budget implementation in accordance with the financial policy of the Academic Council and the current legislation.

7. Manage the material resources of the University.

8. Prepare and propose for adoption by the Academic Council the annual report on the work of the University, as well as the results of the functioning of the internal system for evaluation and maintenance of the quality of education. The reports shall be published within three months of their adoption.

9. Appoint and dismiss on the basis of a procedure established in these Rules, deputy rectors, heads and deputy heads of primary units, heads of departments, as well as persons holding the positions equated to them.

10. If necessary, to convene the collective management bodies of the primary units of the higher education institution.

11. Appoint for a term of up to three months ad interim persons in vacant elected positions.

12. Perform other functions arising from the laws and from the decisions of the Academic Council or the General Assembly.

13. Conclude contracts, issue orders, sign minutes and other documents related to the activities of MU-Pleven, at the University level.

14. Propose to the AC candidates of one or more deputy rectors, as each of them is responsible for the overall activity of the department headed by them, organize and bear responsibility for the work of the respective direction in the activity of the higher education institution.

15. The rector of MU-Pleven, in order to fill vacancies with habilitated and non-habilitated lecturers, necessary for the implementation of the entire teaching activity in the higher education institution, may at his/her discretion propose for discussion and decision-making procedures at AC for new habilitations, for new academic positions, without proposals from the Councils of the primary units.

16. *(new - by GA decision, Minutes 4/05.11.2020)* prepare and propose for adoption by the academic council the annual report of the higher education institution, the annual report with the financial and natural indicators of the higher education institution, as well as the results of the functioning of the internal system for evaluation and maintenance of the quality of training; the reports and the annual report with the financial and natural indicators of the higher education institution are published, including on the website of the higher education institution, within three months from their adoption.

17. *(new - by GA decision, Minutes 4/05.11.2020)* propose to the Academic Council the establishment, transformation or closure of departments and service units; "

18. *(new - by GA decision, Minutes 4/05.11.2020)* decide on the recognition of higher education acquired abroad, to enable the holder to continue education in higher education on the basis of a report of a commission;

19. *(new - by GA decision, Minutes 4/05.11.2020)* prepare and submit an annual report to the Minister of Education and Science on the implementation of the obligations under the management contract;

20. *(new - by GA decision, Minutes 4/05.11.2020)* perform other functions arising from the laws, from the policy for development of the higher education institution and from the decisions of the general assembly or of the academic council;

21. *(New - by GA decision, Minutes 4/05.11.2020)* At the beginning of his/her term of office, the rector presents a mandate programme, "including a system of measures for the implementation of the policy

for development of higher education", adopted by the Academic Council, and at the end of the term of office he/she presents to the General Assembly a report on the entire period of management.

(2) The rector may by a written order re-assign some of his/her powers, with the exception of signing diplomas, to other officials from MU-Pleven.

(3) *(supplemented by GA decision, ex. No4/05.11.2020)* In his/her activity, the rector shall be assisted by an advisory body - Rector's Council (RC). The composition of Rector's Council includes deputy rectors, deans of the faculties, the director of LSTD, the director of the College, the director of the RI, the chairperson of the General Assembly, the assistant rector, the financial director, the Human Resources head of the University and a qualified legal adviser appointed by the rector. Other persons may be involved in certain issues, incl. the heads of the auxiliary units of MU-Pleven.

**Article 42.** (1) **DEPUTY RECTORS** are habilitated persons and are elected by the Academic Council on proposal of the rector;

(2) The deputy rector shall support the activity of the rector and shall have the right to represent him/her in cases when he/she is authorized; organizes and bears responsibility for the work of a certain unit in the activity of the University; participates in the meetings of the Academic Council with the right of advisory vote, unless he/she is elected as its member;

(3) The term of office of the deputy rector shall end together with the term of office of the rector, who has proposed him/her for election by the Academic Council.

**Article 43.** (1) The **ASSISTANT RECTOR** shall have a Master's degree and is appointed after a competition by the rector. He/she reports to the rector, the Rector's Council and the Academic Council.

(2) The assistant rector may have delegated rights as an employer, granted by the rector, in respect of the economic and technical staff at MU-Pleven, which does not cover university degree holders.

(3) The assistant rector shall be designated to manage, organize and bear responsibility for the economic, administrative and social-household activities.

(4) The assistant rector shall be assigned the management of all services and persons from the Economic directorate, including: student dormitories, student canteen, motor transport, digital telephone switchboard, holiday homes, the Security Unit, workers under CMD No 66 of 1996 and other auxiliary units of the economic activity of MU-Pleven, and reports to the rector thereof. He/she is responsible for the ownership of the University.

**Article 44.** *(supplemented by GA decision, Minutes 4/05.11.2020)* (1) The **FINANCIAL DIRECTOR** shall have higher economic education, experience in the speciality not less than 10 years and shall be appointed after a competition by the rector. He/she reports to the rector, the Rector's Council and the Academic Council.

(2) The financial director shall organize and manage the Financial and Accounting Department, the Payroll Division and the Cash Service within the Financial directorate.

(3) The financial director and the services he/she manages are under the direct subordination of the rector of MU. The financial director shall:

1. organize the preparation of the draft budget;
2. assist for the lawful and rational use of financial resources;
3. control the observance of the financial discipline;
4. monitor the protection of property and the prevention of waste and misuse of money and commodity-material values;
5. organize the compilation of the periodic and annual reports and their presentation to the respective addressees within the terms established by the Ministry of Finance, the Ministry of Education and Science, the National Audit Office and the Central Office of the BNB;
6. sign together with the rector all documents of financial and material nature;
7. organize and control the storage of financial and accounting documentation;

(4) The financial director shall act in the capacity of internal financial control and where necessary shall draw up a notice of deficiency to the materially liable person, shall give proposals to the rector for penalties to other persons who have violated the financial and accounting legislation. He/she regularly informs the rector, the Academic Council and the General Assembly about the financial condition and the condition of the monetary funds.

**Article 45.** (1) The **CONTROL BOARD** is a body for internal control over the activity of the University.

(2) The Control Board consists of a chairperson, a deputy chairperson and members, one of whom is a representative of the Student Council, and the others are habilitated persons. They cannot be: members of the Academic Council of the University, deputy rectors, deans or directors of the primary units.

(3) The Control Board shall:

1. Check the legality of the elections for management bodies of the University and its primary units within one month of their appointment and reports to the Academic Council on the outcome of the inspection;

2. Prepare opinions on the draft budget of the University and its implementation and report them to the AC and the General Assembly.

3. Participate in the inspections under Article 58a of the Higher Education Act regarding the disciplinary sanctions of the staff.

4. Report on its activities to the General Assembly at least once a year.

5. The activity of the Control Board shall be regulated by the Rules adopted by the General Assembly, which are an integral part of these Rules.

**Art.45a.** (new - by GA decision, Minutes 4/05.11.2020) (1) **THE BOARD OF TRUSTEES** shall assist the higher education institution for effective and transparent management and for providing quality education and training.

(2) The board of trustees shall consist of 8 members - donors of the higher education institution, persons with active public position, representatives of employers, of professional, sectoral and professional organizations, representatives of the student council, of the municipality where the higher education institution is based and the Minister of Education and Science.

(3) The following may not be members of the board of trustees:

1. the President, the Vice-President, Members of Parliament, Ministers, Deputy Ministers, chairmen of state agencies and their deputies, members of state commissions, executive directors of executive agencies and their deputies, regional governors, deputy regional governors, municipal councilors, mayors, deputy mayors, deputy mayors, heads of state institutions established by law or by an act of the Council of Ministers, who have functions in connection with the exercise of executive power, and their deputies;

2. members of management bodies of political parties and trade unions;

3. academic staff members and administrative staff of the higher education institution, with the exception of persons who have held the position of rector of the higher education institution.

(4) Five of the members of the board of trustees shall be elected by the Academic Council on proposal of the rector, and the other three shall be designated respectively by the Minister of Education and Science, by the mayor of the municipality where the higher education institution is located and by the Student Council.

(5) The Board of Trustees shall elect a chairperson among its members is.

**Article 45b.** (new - by GA decision, Minutes 4/05.11.2020) The Board of Trustees gives an opinion on:

1. main issues related to the development of the higher education institution;

2. the draft of the mandate programme;

3. the draft budget of the higher education institution;

4. draft for adoption, amendment and supplement of the Rules of the higher education institution;
5. drafts of applications and proposals for the number of students and doctoral students admitted for training and for the amount of fees for application and for training;
6. the annual report on the condition of the higher education institution, the annual report with the financial and natural indicators of the higher education institution, the annual financial report and the report on the implementation of the revenue and expenditure part of the budget;
7. proposals for establishment of scholarships by the higher education institution;
8. proposals for renewal of the curricula and programmes, submitted by representatives of the employers.

**Article 45c.** (new - with a decision of the General Assembly, Annex 4/05.11.2020) (1) The Board of Trustees shall meet not less than once in three months.

(2) The board of trustees shall be convened at a meeting by the chairperson of the board on his/her initiative, at the request of each of the members or of the rector of the higher education institution.

(3) The Board of Trustees shall adopt rules for its work.

(4) The members of the board of trustees shall not receive remuneration for their activity.

**Article 46. THE FACULTY MANAGEMENT BODIES ARE:**

1. The Faculty General Assembly (FGA);
2. The Faculty Council (FC);
3. The dean.

**Article 47.** (amended and supplemented by GA decision, Minutes 4/05.11.2020) (1) **THE FACULTY GENERAL ASSEMBLY** is a supreme collective governing body of the Faculty and is represented by its chairperson.

(2) The general assembly of the faculty shall consist of academic staff members on a primary employment contract, representatives of the administrative staff, students and doctoral students in the faculty, including:

1. The members representing academic staff are not less than 75% and not more than 84% of the composition of the General Assembly, and no less than a quarter of them are non-academic lecturers;
2. the members representing students and doctoral students are not less than 15% of the members of the general assembly;
3. The members representing administrative staff are no more than 5% of the composition of the General Assembly, and have at least one representative.

(3) The habilitated academic staff of the faculty on a primary employment contract shall conduct for each speciality not less than 70% of the lecture hours.

(4) In case of necessity and upon decision of the Academic Council for individual specialities habilitated persons can teach not less than 50% of lecture hours.

(5) Based on a decision of the respective Faculty Council, up to 10% of the total teaching load in the curriculum for the Bachelor's degree and up to 20% of the total teaching load of the curriculum in the Master's degree can be conducted by eminent practitioners.

(6) The structural composition of the General Assembly shall be determined by the Faculty Council in accordance with paragraph 2.

(7) The Faculty General Assembly shall have the powers to:

1. Elect by secret ballot for the term of its mandate a chairperson and his/her deputy among habilitated members;
2. Elect by secret ballot dean of the Faculty;
3. Determine the number of members of the Faculty Council and elect its members by secret ballot;
4. Discuss and adopt the annual report of the dean on the teaching and creative activity in the Faculty and on its condition.

(8) The Faculty General Assembly (FGA) shall be convened at least once a year by its chairperson by decision of the Faculty Council, at the request of the dean or the rector, or 1/4 of its list members.

(9) Upon leaving the Faculty or in other cases of prolonged absence of individual members, the composition of the FGA shall be filled with representatives of the respective groups until the next meeting. The filling of the seats is organized by the dean and approved by the rector.

(10) The dean and the deputy deans may not be elected chairperson and deputy chairperson of the Faculty General Assembly.

(11) The Faculty General Assembly is regular if at least 2/3 of the list members are present (quorum).

(12) When determining this quorum by the list composition, the provisions of Article 35(3)-(4) of these Rules shall apply.

(13) If on the announced date and time there is no quorum, as per paragraph 8 and paragraph 9, the meeting shall be held 1 hour later and shall be considered regular if more than half of the reduced composition is present.

**Article 48.** (amended and supplemented by GA decision, Minutes 4/05.11.2020) (1) **THE FACULTY COUNCIL** is a body for management and control of the Faculty activity.

(2) The Faculty Council shall consist of not less than 21 members and shall include representatives of the academic staff on a primary employment contract and on an additional employment contract under Article 73 of the HFA, students and doctoral students. Not less than three quarters of the members of the Faculty Council are habilitated persons.

(3) The Faculty Council shall have the powers to:

1. At the proposal of the dean, elect and dismiss by secret ballot his/her deputies in a number determined by the Academic Council.

2. Approve by secret ballot heads of departments and sectors on the proposal of the department council.

3. Elect and promote non-habilitated academic staff members according to ASDRBA and criteria adopted by AC.

4. Propose for approval by the Academic Council: opening new vacancies or calls for vacant positions for research and teaching staff, after discussion and coordination of the teaching load for the respective discipline with the deputy rector in charge of academic affairs at MU-Pleven.

5. Approve the list of departments.

6. Elect an attestation commission and approve the attestations of persons from the scientific and teaching staff.

7. Approve the attestations for the work of doctoral students and postgraduate fellows.

8. Take a decision to attract under a certain programme scientists and lecturers from the country and abroad as visiting lecturers, according to Article 52 of the HEA, for a period not exceeding one year, which may be renewed.

9. Approve curricula and qualification characteristics by degrees and specialities and propose them for approval by the Academic Council; approve curricula.

10. Make a proposal to the Academic Council for creation, transformation, and closure of its structures, servicing units, specialities, forms and degrees, according to which the training is conducted.

11. Take a decision for sabbatical leave and specializations within the meaning of Article 55(2) of the Higher Education Act.

12. Approve the lecturers proposed by the dean for participation in the student admission campaign.

13. Make a proposal to the Academic Council for the number of students trained.

14. Annually approve and control the teaching load of academic staff members.

15. Discuss, give recommendations and make decisions on the activities of Faculty units.
16. Monitor the condition of the IT base of the Faculty and take measures for its improvement.
17. Approve the annual report on the Faculty activity.
18. Take other decisions related to the Faculty activities.

19. annually approve and control the teaching load of academic staff members, including the attracted prominent practitioners.

(4) (amended and supplemented in 2020) In connection with the doctoral studies, the Faculty Council shall approve the admission of doctoral students, determine the term of their doctoral studies, the respective supervisor, approve the individual curriculum and make annual assessments for its implementation, shall make a decision for disenrollment with right or without right of defence, elect members of SP and others in accordance with the provisions of the Rules for development of academic staff of MU-Pleven.

**Article 49.** (1) The **DEAN OF THE FACULTY** shall be a habilitated person on a primary employment contract with the University, elected by secret ballot for a period of 4 years by the Faculty General Assembly.

(2) The dean shall:

1. be responsible for the overall activities of the Faculty and represent it.
2. be an ex officio member of the Faculty Council and its chairperson.
3. Ensure and control the implementation of decisions of the management bodies of the University, the Faculty General Assembly and the Faculty Council.
4. Propose to the Faculty Council applications of habilitated persons for deputy deans.
5. Establish a dean's Council (DC) with consultative functions, which includes deputy deans, representatives of the education and finance department.
6. Organize the enrollment of first-year students and solve all student problems related to the learning process within the Faculty.
7. Prepare an annual report and propose it for adoption by the Faculty Council.
8. Organize competitive examinations for scientific and teaching staff for the Faculty, of doctoral students and postgraduate fellows in accordance with the laws.
9. Organize, control and report on the learning process.
10. Resolve issues common to the Faculty, not mentioned in the powers of the General Assembly and the Faculty Council.

**Article 50.** (amended by GA decision, Minutes 4/05.11.2020) The **deputy deans** shall be habilitated persons on a primary employment contract with the University.

**Article 51.** At the proposal of the dean, the Faculty Council determines the areas of activity of the deputy deans.

**Article 52. The COLLEGE MANAGEMENT BODIES ARE:**

1. The General Assembly of the College;
2. The Council of the College (College Council, CC);
3. The College director.

**Article 53.** (amended and supplemented by GA decision, Minutes 4/05.11.2020) (1) **THE GENERAL ASSEMBLY OF THE COLLEGE** is a supreme governing body of the College within its powers.

(2) The college is a primary unit of the higher education institution, which has an academic staff on a primary employment contract, which in each speciality conducts not less than half of the classroom and practical classes. The habilitated persons on a primary employment contract teach for each speciality not less than 50% of the lecture courses.



(3) The General Assembly of the College is composed of academic staff members on a primary employment contract, representatives of administrative staff, students and doctoral students in the Faculty, incl.:

1. The members representing academic staff are not less than 75% and not more than 84% of the members of the General Assembly, and not less than one quarter of them are non-habilitated lecturers;
2. the members representing students are not less than 15% of the members of the general assembly;
3. the members representing the administrative staff are not more than 5% of the members of the general assembly, having at least one representative.

(4) The procedure for election of representatives by quotas shall be determined by the acting College Council. The list of the General Assembly of the College is approved by the rector of MU-Pleven.

(4) Upon leaving the College, the composition of the General Assembly shall be filled in with representatives of the respective groups.

(5) The director may not be elected chairperson or deputy chairperson of the General Assembly.

**Article 54.** The General Assembly of the College shall have the powers to:

1. elect by secret ballot for its term of office a chairperson and deputy chairperson of the General Assembly of the College;
2. elect by secret ballot a habilitated person for director of the College;
3. adopt internal Rules of Procedure of the College, which shall be approved by the AC;
4. determine the structural composition and number of members of the College Council and elect its members by secret ballot;
5. receive the annual report of the director on the College activity and for the development of academic staff;
6. discuss, change and revoke decisions of the director of the College or of the College Council;
7. adopt decisions for the future work of the College.

**Article 55.** (1) The General Assembly of the College shall be convened at least once a year.

(2) The General Assembly of the College shall be convened by its chairperson with a proposal for agenda:

1. at the request of the College Council;
2. at the request of the director;
3. upon a written request of at least  $\frac{1}{4}$  of its members, within 14 days from filing the request;
4. at the request of the rector.

(3) The General Assembly of the College shall hold a regular meeting if at least  $\frac{2}{3}$  of its reduced composition are present;

(4) If on the announced date there is no quorum, within one week - but not earlier than three days, a new meeting shall be scheduled. It is regular if at least half of the list members are present.

**Article 56.** (supplemented by GA decision, Minutes 4/05.11.2020) (1) **THE COLLEGE COUNCIL** shall be a collective governing body of the College, consisting of up to 25 members, but not less than 21 members, and includes representatives of academic staff, students and administrative staff.

(2) The chairperson of the College Council is the director of the College.

(3) The College Council shall be convened with a proposal for an agenda by the director:

1. at least twice a semester;
2. upon a written request of at least  $\frac{1}{4}$  of its members, within 14 days from filing the request;
3. at the request of the rector.

(4) The College Council shall form the areas of the educational, scientific and personnel activity and the development of the material base.

(5) The College Council shall have the powers to:

1. revoked by decision dated 11.12.2008.

2. make a proposal to the AC for opening, transformation or closing of structural units of the College, as well as of specialities and specializations, for announcing competitions to recruit academic staff; decisions on these proposals shall be taken by a majority of the list members;

3. take decisions on the College educational activity;

4. adopt qualification characteristics and curricula, take decisions for changes therein, which are further approved by the AC;

5. discuss and approve the distribution of financial and material resources;

6. take decisions for recruitment and professional improvement of academic staff of the College, including through competitions, doctoral studies, specializations, etc.;

7. appoint standing and temporary commissions and other auxiliary bodies, and determine their functions;

8. discuss plans to publish textbooks and teaching aids, carry out printing in accordance with decisions adopted by the AC;

9. discuss and accept the results of the attestation of academic staff members and, if necessary, propose them to the rector for decisions;

10. propose dismissal of academic staff members to the rector;

11. annually approve and control the teaching load of academic staff members, as well as its scientific output.

(6) The meeting of the College Council shall be regular if at least 2/3 of its reduced composition is present. Voting is open, except in the election of senior positions and unless the College Council decides otherwise.

**Article 57.** (1) The **DIRECTOR OF THE COLLEGE** is a habilitated person on a primary employment contract in the Medical College and is elected by the General Assembly of the College.

(2) The director shall have the main powers and obligations to:

1. represent the College and manage it in accordance with the laws, these Rules and the decisions of the higher bodies;

2. ensure and control the educational activity in the College;

3. solve student issues or submit them for discussion in the College Council;

4. organize and manage the development, adoption and approval of curricula and study programmes;

5. be responsible for the elaboration of a strategy for the educational and scientific development of the College;

6. control and support the overall activity carried out within the College;

7. assist in the professional development of academic staff and the rest of the staff;

8. *revoked by a decision of the General Assembly of 11.12.2008.*

9. sign or approve the documentation issued by the College;

10. issue internal orders for the College;

(3) In his/her activity, the director shall be assisted by an advisory body - board of directors, including the Head of Training Department and heads of sectors.

**Article 57a.** (new - by GA decision, Minutes 4/05.11.2020) (1) The management bodies of the **LANGUAGE TRAINING DEPARTMENT** are:

1. The General Assembly of the Department;

2. The Council of the Department;

3. The director.

**Article 57b.** (new - by GA decision, Minutes 4/05.11.2020) (1) **THE GENERAL ASSEMBLY OF THE DEPARTMENT** is a supreme collective body for management of the department within its powers and is represented by its chairperson.

(2) The DGA shall consist of the entire academic staff of LSTD on a primary employment contract, administrative staff and specialists with higher education.

(3) The DGA shall have the powers to:

1. Elect by secret ballot the chairperson of the DGA;
2. Elect by secret ballot a habilitated person for director of the Department;
3. Adopt internal Rules of Procedure of the department, which is approved by the AC;
4. Discuss and adopt the annual report of the director on the activity of the department and the development of its academic staff;
5. Discuss, change and revoke decisions of the director and/or the Department Council;

(4) The director of the department may not be elected chairperson of the DGA.

(5) The DGA shall be convened at least once a year by its chairperson with a proposal for an agenda:

1. By decision of the Department Council;
2. At the request of the director;
3. Upon written request of at least 1/4 of its members within 14 days from the submission of the request;
4. At the request of the rector.

(6) In order for the DGA to be convened, its members shall be notified in writing no later than 14 days before the scheduled date of the meeting, and a draft agenda shall be sent to them.

(7) The DGA shall be regular if at least 2/3 of its members are present (quorum). When determining the quorum, persons on leave are excluded due to: temporary incapacity for work, pregnancy, childbirth, adoption, child care and a business trip abroad (reduced staff). The total number of these persons may not be more than 1/4 of the members of the DGA.

(8) If on the announced date there is no quorum, the meeting shall be held 1 hour later and shall be considered regular if more than half of the members of the DGA are present. If there is no quorum at this time, a new meeting is scheduled within one week, but not earlier than three days. It is regular if at least half of the members of the DGA are present.

(9) The General Assembly shall take decisions by open voting and by a simple majority of those present, unless otherwise provided by law or in these Rules.

**Article 57c.** (new - by GA decision, Minutes 4/05.11.2020) (1) **THE COUNCIL OF THE DEPARTMENT** shall be a collective governing body and includes the entire academic staff of LSTD. The chairperson of the DC is the director of LSTD.

(2) The council of the department shall have the powers to:

1. Make a proposal to the AC for opening, transformation or closing of structural units of the department and announcement of competitions to recruit its academic staff;
2. Elect heads of sectors;
3. Adopt curricula and make decisions for the changes in them, which it proposes for approval by the AC;
4. Approve curricula;
5. Discuss and approve the allocation of the material resources of the department;
6. Adopt internal statutory rules, approve and control the teaching load of academic staff of the department;
7. Appoint commissions and determine their functions;
8. Discuss the results of the attestation of the academic staff of the department;
9. Make proposals to the AC for promotion of non-habilitated academic staff members;
10. Discuss and propose plans to publish textbooks and teaching aids;
11. Propose dismissal of academic staff to the rector.

(3) The DC shall convene with a proposal for an agenda:

1. by the director at least twice a semester;
2. Upon written request of at least  $\frac{1}{4}$  of its members within 14 days from the submission of the request;
3. At the request of the rector.

(4) The sessions of the DC are regular if at least two-third of the reduced composition are present. If there is no quorum on the announced date, a new meeting is scheduled within 1 week.

(5) The meetings of the DC shall be chaired by the director of the Department. Decisions of the DC are taken by open voting and simple majority. Minutes shall be kept for each meeting.

**Article 57d.** (new - by GA decision, Minutes 4/05.11.2020) (1) The **DIRECTOR OF LSTD shall** organize and manage its activity. The LSTD director is a habilitated person on a primary employment contract with MU-Pleven. He/she is elected by the DGA, and the election is approved by the AC of MU-Pleven.

(2) The LSTD director shall be elected for a term of four years and may not be elected for more than two consecutive terms. A term of office of more than two years is complete.

(3) The director shall have the powers and obligations to:

1. Represent the department and manage it in accordance with the laws, these Rules and the decisions of the higher bodies;
2. he/she is a member ex officio of the DC and is its chairperson;
3. Control the learning process. Be responsible for the development of a strategy for the scientific-methodical/scientific development of the teaching staff;
4. Organize and manage the preparation, adoption and approval of curricula and study programmes;
5. Coordinate the work of lecturers in LSTD;
6. Assist in the professional development of academic staff and other staff;
7. Sign and approve the documentation issued by the department;
8. Issue internal orders for the department.

**Art.57e.** (new - by GA decision, Minutes 4/05.11.2020) **THE MANAGEMENT BODIES OF THE RESEARCH INSTITUTE** are the director, the deputy director, the Institute Council and the Scientific Council.

(2) The director is a habilitated person with outstanding research experience and international recognition, on a primary employment contract at the University and is elected by the Academic Council on the proposal of the rector.

(3) The deputy director is a habilitated person, elected by the Academic Council on the proposal of the rector.

(4) The Institute Council is a body for management and control of the activity of the Research Institute and includes the deputy director, the head of the Training Experimental Centre for Endoscopic Surgery, the head of the University Research Laboratory, the heads of scientific sectors, the chairperson of research projects and the chair of the Research Ethics Committee. It is headed by the deputy director of the Research Institute.

(5) The Scientific Council shall determine the main scientific areas in the Research Institute at MU-Pleven with the mandate of the AC of MU-Pleven. The Scientific Council includes 9 leading researchers and experts from the interdisciplinary research groups and from the main sections of the University Research Laboratory at the Research Institute. It is headed by the director of the Research Institute. The Academic Council of MU-Pleven approves and the rector appoints the Council members for the term of office.

**Article 58.** (1) The **DEPARTMENT MANAGEMENT BODIES** are the head of department and the Department Council. The department council consists of the academic staff members in the department, who have a primary employment contract.

**Article 59.** (1) The composition of the department shall be determined by the Faculty Council.

(2) The department council includes habilitated and non-habilitated lecturers on a primary employment contract from the list composition of the department.

(3) The academic staff members in the department on a primary employment contract with MU-Pleven and an additional employment contract under Article 73 of the HEA are members of the respective departments and form the Department Council.

(4) The department council shall be convened and chaired by the head of department. The Department Council may be convened at the written request of at least  $\frac{1}{4}$  of its members, within 14 days from the submission of the request, as well as at the request of the dean of the Faculty.

(5) The meeting of the Department Council is regular if at least  $\frac{2}{3}$  of the eligible voters are present.

(6) From the list members of the Department Council for each meeting shall be deducted those absent due to illness or stay abroad, but not more than  $\frac{1}{4}$  of the members.

(7) If on the announced date there is no quorum, a new meeting shall be scheduled within one week.

(8) Adopt its decisions by simple majority. Voting on personnel proposals shall be secret, and on the others - by decision of the Department Council.

**Article 60. THE DEPARTMENT COUNCIL** shall have the powers to:

1. discuss the organization and content of the training and the reports on the research activity of the members of the department, students and doctoral students;
2. distribute the educational activity among lecturers;
3. make proposals for defence of dissertations, announcement of competitions and selection of reviewers depending on the topic;
4. discuss and accept appraisals for the scientific and educational activity of the members of the department during their regular attestation;
5. Express an opinion on the extension of the employment contract of academic staff members who have reached retirement age;
6. make proposals to the Faculty Council for part-time lecturers and visiting lecturers under Article 52 of the Higher Education Act;
7. propose to launch calls for non-habilitated and habilitated lecturers before the Faculty Council;
8. discuss scientific developments and make proposals to the Faculty Council to enrol doctoral students, to open procedures for defence of a doctoral degree, as well as of the scientific degree 'Doctor of Sciences';
9. propose to the Faculty Council for approval or dismissal of the head of a department or sector;
10. accept the annual report of the head of department;
11. discuss and solve other issues in connection with the activity of the department.

**Article 61.** (*supplemented by GA decision, Minutes 4/05.11.2020*) (1) **THE HEAD OF DEPARTMENT**, or a sector in department, shall be a person habilitated in the respective scientific field of the department (sector), he/she shall be elected by the Department Council/Sector Council/based on mandate programme, the election shall be approved by the primary unit for a period of four years from the approval of the election in the Faculty/College Council. The position is held under a primary employment contract concluded with the rector.

(2) The head of department shall have the powers and obligations to:

1. organize and manage the overall activity of the department and of the Department Council in accordance with the decisions of the higher management bodies at the University and represent it;
2. chair the meetings of the Department Council and report on his/her activity before it;
3. be responsible for the use and protection of the material and technical facilities of the department;
4. ensure and control the conduct of the educational activity, the observance of the labour discipline, make proposals to the head of the primary unit (dean, director of College) for stimulation or punishment of the members of the department;
5. organize the preparation of the curricula and manage their implementation;
6. monitor and support the professional development of the academic staff and the rest of the staff;
7. organize the timely development and publication of training publications;
8. give an opinion on the leave requested by the associates of the department;
9. sign or approve the documentation issued by the department.
10. The head of Clinical Discipline Department shall manage and control the teaching and research activity and coordinate the medical-diagnostic activity of the respective clinic approved under Article 27(3) in the University Hospitals, together with the manager or the executive director and the head of the clinic.

(3) The **HEAD OF SECTOR** within the department shall be a habilitated person, elected by the Sector Council, appointed by the rector for the term of office of the head of department after observing the following procedure:

1. The proposal for election of the head of sector shall be made by the Sector Council. The head of department submits a proposal to the dean of the Faculty for consideration and approval of the election in the Faculty Council.
2. The head of sector independently organizes the overall activity of the units headed by him/her and reports for his/her activity to the head of department.

## VI. ELECTION PROCEDURES

**Article 62.** The election of the management bodies shall be organized and conducted by the Nomination Committee and the Election Committee. The composition of these committees shall be determined by open voting of the General Assembly of MU-Pleven or the primary unit.

**Article 63.** (1) The General Assembly (GA) meeting for election of a rector, AC and Control Board of MU-Pleven shall be scheduled up to 30 days before the end of the term or no later than 1 month after written resignation or recall of the current management.

(2) In case of changes in the number of the members of a collective management body, leading to violation of the quotas determined in the Higher Education Act and in the Rules, partial elections shall be held.

**Article 64.** Election of members of the General Assembly:

(1) (*amended by GA decision, Minutes 4/05.11.2020*) All habilitated lecturers have a primary employment contract with MU-Pleven and an additional employment contract under Article 73 of the HFA are ex officio members of the General Assembly and are part of the quota under Article 33(3)(1) of its membership;

(2) Representatives of non-habilitated lecturers shall be elected at a meeting of the AC on proposals of the department councils, on the basis of an accepted ratio of representation depending on the quotas approved by these Rules;

(3) Representatives of students and full-time doctoral students shall be approved by the AC on proposals from meetings in specialities, organized by the Student Council;

(4) Representatives of the administrative staff shall be approved at a meeting of the AC on proposals of a meeting of the administrative staff;

(5) The distribution by quotas shall be determined by Article 33 of these Rules.

**Article 65.** (1) Election of a chairperson and deputy chairperson of the General Assembly shall be carried out by the General Assembly.

(2) The candidates for chairperson and deputy chairperson of the General Assembly of MU-Pleven must meet the requirements of the Higher Education Act - to be habilitated persons and members of the General Assembly. They cannot be candidates for a rector.

(3) Nominations for chairperson and deputy chairperson of the General Assembly of MU-Pleven shall be put forward at the General Assembly.

(4) The General Assembly shall approve by open voting the list of the candidates, meeting the requirements.

(5) The candidate who received a simple majority by secret ballot shall be elected. The number of voters must not be less than the quorum of the General Assembly (2/3 of the reduced composition of the General Assembly).

(6) When no chairperson and/or deputy chairperson of the General Assembly has been elected at the first voting, a second voting shall be held immediately after the first vote. The first two candidates ranked for chairperson, resp. deputy chairperson in the first ballot shall be short-listed for the second vote.

(7) Upon vacating the post of chairperson of the General Assembly of MU-Pleven, the vacant position shall be automatically occupied by the deputy chairperson, until new elections for chairperson are held.

**Article 66.** (amended and supplemented by GA decision, Minutes 4/05.11.2020) (1) The election of the Academic Council shall take place by the General Assembly, which has a total number of 40 people (incl. ex officio chairperson of the AC) and includes representatives of academic staff, students, doctoral students and employees, with the following structural composition by quotas:

1. The members representing the academic staff are 81% of the members of the academic council under paragraph 1, and not less than a quarter of them are non-habilitated lecturers;

2. the members representing students and doctoral students are 15% of the members of the academic council;

3. one member represents the employees.

(2) The General Assembly by open voting shall approve the list of candidates, meeting the requirements.

(3) The election committee shall prepare lists by quotas of the approved candidates for AC, arranged in alphabetical order of the surnames.

(4) The selection procedure shall be governed by Article 70 of these Rules.

(5) The candidates who receive a simple majority of the votes shall be elected. The number of voters must not be less than the quorum of the General Assembly (2/3 of the members of the General Assembly). In case of an equal number of votes for candidates for the last place in the quota, a second vote shall be held only for them.

(6) If during the first voting an unfilled quota remains, a second voting shall be held until the quotas are filled.

(7) An order to form the AC shall be issued by the rector of MU, on the basis of a report by the chairperson of the Election Committee and the election minutes attached to it. Copies of the order, the report and the minutes shall be submitted to the Control Board, which shall, within one month from the end of the election, pronounce through a report to the AC on the legality of the elections.

**Article 67.** (amended and supplemented by GA decision, Minutes 4/05.11.2020) (1) Election of the rector shall be within the competence of the General Assembly.

(2) The candidates for rector of MU-Pleven must meet the following requirements: to be habilitated persons on a primary employment contract at MU-Pleven or on an additional employment contract under Article 73 of the HFA, have not been elected to this position for more than two consecutive terms and whose age at the date of election allows them to fulfill at least half of the statutory term until reaching the age of 65.

(3) Applications for rector of MU-Pleven with a brief biographical note and Mandate Programme shall be submitted to the chairperson of the General Assembly of MU-Pleven and shall be submitted to the Nomination Committee not later than 7 calendar days before the election meeting of the General Assembly.

(4) Seven days before the election meeting of the General Assembly, the chairperson of the General Assembly shall announce the candidates, arranged in alphabetical order of the surnames together with their short biographical notes and mandate programmes.

(5) By open voting the General Assembly shall approve the list of the candidates, meeting the requirements and shall adopt a regulation for their hearing.

(6) The selection procedure shall be governed by Article 71 of these Rules.

(7) The candidate who receives a simple majority of the voters shall be elected. The number of voters must not be less than the quorum of the General Assembly (2/3 of the composition of the General Assembly).

(8) If no rector is elected in the first ballot, a second ballot shall be held. It involves the two candidates who received most votes in the first ballot.

(9) For the elections of rector, the chairperson of the General Assembly on the basis of a report from the chairperson of the Election Committee shall prepare a report, which together with the minutes of the election shall be presented to the Control Board that within one month after completion of the election process shall pronounce on its legality with a report to the newly elected AC and the chairperson of the General Assembly.

(10) (new - by GA decision, Minutes 4/05.11.2020) The chairperson of the General Assembly shall prepare a final report to the Minister of Education on elections on the basis of which the newly elected rector signs a management contract under Article 10(2)(10) of the Higher Education Act with the Minister of Education, which contains:

1. the obligations of the parties for the implementation of the policy for development of the higher education institution;

2. specific mechanisms and indicators for implementation of the policy for development of the higher education institution;

3. the obligation of the parties to carry out ongoing communication on all issues, related with implementation of the adopted mandate programme of the rector, in full and separately for each year, and on its compliance with the policy for development of the higher education institution;

4. the obligation of the rector to report to the Minister of Education and Science on the results of the implementation of the policy for development of the higher education institution, on the financial condition of the higher education institution and the existing problems and the measures for their solution.

(11) (new - by GA decision, Minutes 4/05.11.2020) The rector's management contract shall be discontinued upon early termination of the mandate and at the age of 65.

(12) (new - by GA decision, Minutes 4/05.11.2020) The Minister of Education shall appoint an ad interim rector for a term not longer than six months:

(a) two months after the end of the term of office of the General Assembly which elected him;

(c) in case of early termination of the mandate;



(d) when plagiarism has been detected in relation to the rector of the higher education institution in the scientific works on the basis of which a scientific degree or academic position has been obtained, or when the rector does not fulfill his/her powers to dismiss a person for whom plagiarism has been established under the statutory procedure.

**Article 68. (1) Election of members, chairperson and deputy chairperson of the Control Board** shall be carried out by the General Assembly.

(2) The Control Board shall be elected by the General Assembly of MU-Pleven and shall consist of a chairperson, deputy chairperson and members. The members of the Control Board may not be members of the AC or be in a leading elected position at MU-Pleven.

(3) Nominations for members of the Control Board shall be proposed in accordance with the procedure for nominations for AC members.

(4) The chairperson, the deputy chairperson and the members of the Control Board shall be elected on the basis of the number of the votes received, but not less than half of the voters.

(5) If at the first voting no chairperson, deputy chairperson has been elected, or the composition of the Control Board is not filled, a second ballot shall be held. The list includes candidates who received most votes in the previous vote.

(6) Upon vacating the post of chairperson, his/her functions shall be automatically taken over by the deputy chairperson until by-elections are held. In case of vacancy of the position of the deputy chairperson or a member of the Control Board, the vacancy shall be filled by by-elections.

**Article 69. (supplemented by GA decision, Minutes 4/05.11.2020) (1) The elections of the Faculty/College /LSTD Council and the dean/College director** shall be carried out by the General Assembly of the respective main unit.

(2) Election of a Faculty/College Council shall be carried out by the General Assembly of the primary unit, which shall adopt by open voting the structural composition and number of members of its council.

1. Nominations for members of the council are submitted to the General Assembly of the primary unit.

2. The election committee shall prepare lists (by quotas) of the candidates for the council of the primary unit, arranged in alphabetical order of their surnames.

3. The election committee shall rank the candidates in descending order of the number of votes received. The candidates who received most votes (but not less than the simple majority of voters) until the relevant group is filled are selected. The number of voters must not be less than the quorum of the General Assembly of the primary unit.

4. If after the first vote there are still vacant positions, a revote will be held. Unselected candidates from the respective quotas shall take part in it and in the following voting.

(3) The candidates for dean/director of a College must be habilitated persons who are in an employment relationship with MU-Pleven and have not been elected for more than two consecutive terms of office.

1. Nominations for dean/director of the College with a brief biography and Mandate Programme shall be submitted to the chairperson of the General Assembly (GA) of the primary unit and submitted to the Nominations Committee no later than 7 calendar days before the election meeting of the Faculty/College.

2. Seven days before the election meeting of the Faculty/College, the chairperson of the General Assembly announces the candidates, arranged in alphabetical order of the surnames together with their short biographical notes and mandate programmes.

3. The General Assembly of the primary unit shall approve the list of eligible candidates by open ballot and adopt a regulation for their hearing.

(4) The election committee of the primary unit shall rank the candidates for head of the primary unit according to the descending number of the received votes. The candidate who received most votes, but not less than the simple majority of voters, is elected. The number of voters must not be less than the quorum of the General Assembly of the unit (2/3 of the composition of the General Assembly).

1. If no head is elected in the first ballot, a second ballot shall be held. It involves the two candidates who received the most votes in the first ballot. The candidate who received more votes, but not less than a simple majority of the voters, is elected as the head of the primary unit. The number of voters must not be less than the quorum of the General Assembly of the primary unit.

2. A report by the chairperson of the Election Committee, together with the minutes of the election shall be submitted to the rector of MU-Pleven, for issuance of an order to sign a primary employment contract with MU-Pleven. A copy of the order, the report and the minutes shall be submitted to the Control Board, which, within one month after the end of the election, shall issue a report to the AC on the legality of the elections.

3. The election of a deputy dean of the respective faculty shall be carried out by the respective Faculty Council on the proposal of the dean, agreed with the rector of the University.

4. The rector may exercise his/her right of suspensive veto in respect of the elected head of the primary unit and after discussing the report of the Control Board by decision of the AC to convene a new elected General Assembly of the primary unit.

**Article 70.** (1) The **election of head of department** shall be governed by Article 26E(4) of the Higher Education Act, and shall take place by secret ballot by the Department Council and approved by the council of the primary unit.

(2) Competitions for heads of departments shall be announced by the primary unit with a term of 1 month. The department council conducts the election within 10 calendar days after the deadline.

(3) If at the first voting no head of the department is elected, a second vote shall be held within one week.

(4) The chairperson of the Election Committee submits a report on the election to the dean of the Faculty/director of the College, accompanied by Minutes of the Department Council, for inclusion in the agenda of FC/DC for approval of the election, then the dean/director presents a report to the rector to conclude a primary employment contract with the elected head of the respective department.

(5) In the cases when no head of department has been elected or FC/DC does not approve the election, the rector of MU-Pleven shall conclude a contract with a person habilitated in the same or related discipline as a temporary holder of the position for up to three months and a new procedure shall be opened. If after the expiration of the 3-month term no selection procedure is announced and there is no other habilitated person in the department on primary employment contract at MU-Pleven, the employment relationship with the person holding the position for which the election is held continues until the successful completion of the next election.

(6) The candidate who has received most votes, but not less than half of the participants in the voting, shall be considered elected head of department. The minutes of the election with the result are submitted for discussion in the FC, which finally decides the issue.

(7) If the vote brings out 50/50 result and the candidacies for head of department are 2 habilitated persons, the minutes of the voting shall be discussed at the FC, which shall finally settle the issue.

**Article 71.** The voting procedures for the election of management bodies are as follows:

(1) The elections for rector, for chairperson and deputy chairperson of the General Assembly, for chairperson, deputy chairperson and members of the Control Board, for head of the primary unit, as well as for members of the AC and councils of the primary units are secret and are conducted by election committees of the respective General Assemblies. Decisions on unregulated procedural issues that have arisen by the end of the election procedures shall be taken jointly by the election committee and the

chairperson of the respective General Assembly. These decisions are reported for approval at the next meeting of the relevant General Assembly.

(3) In the course of the discussion of the candidatures in the respective General Assembly, rebuttals shall not be accepted. Withdrawals are accepted without a vote.

(4) Against the name of each candidate the ballots shall have the signs "YES" and "NO". The strikethrough is marked with an "X". Striking a "NO" is a vote in favour of the candidate. Crossing out "YES" is a vote against the election of the candidate.

(5) The ballots are white:

1. with crossed out "YES" and "NO";
2. with not crossed out "YES" and "NO";
3. torn ballots;
4. crossed out whole ballots.

(6) Group strikethrough with "YES" and "NO" is allowed.

(7) The entry of additional candidates in the ballot paper shall be null and void and it shall be considered white.

(8) Each member of the General Assembly has the right to vote for as many candidates entered in the ballots as there are vacancies for which the voting is held.

## VII. ACADEMIC STAFF

**Article 72** (amended and supplemented by GA decision, Minutes 4/05.11.2020) (1) The educational, scientific, artistic and other activities, corresponding to the portfolio of MU-Pleven, shall be provided by highly qualified teaching, scientific, research or artistic-creative staff, hereinafter referred to as "academic staff".

(2) The positions of the scientific and teaching staff are:

1. for habilitated lecturers - associate professor and professor;
2. for non-habilitated lecturers - assistant and chief assistant.

(3) The positions of non-habilitated staff assigned only teaching languages, sports and others are lecturer and senior lecturer.

(4) The academic positions "assistant", "chief assistant", "associate professor" and "professor" shall be held under the conditions and procedure of ASDRBA, the RIASDRBA, the Rules for development of academic staff of MU-Pleven, and the Rules of Procedure of the Research Institute at MU-Pleven.

(5) The position of "researcher" at the Research Institute shall be held by prominent specialists in a certain scientific field, who participate in fundamental and applied research, under the conditions of the Rules of Procedure of the Research Institute at MU-Pleven.

**Article 73.** The research and teaching staff at MU-Pleven also includes habilitated and non-habilitated lecturers who work at the University Hospitals.

**Article 74.** The positions of research and teaching staff shall be filled in accordance with the terms and conditions provided for in the Higher Education Act, ASDRBA and the HFA and employment contracts for teaching with the research and teaching staff of the University Hospital shall be concluded and terminated by the rector of MU-Pleven, once approved by the director of the hospital.

**Article 75.** (amended and supplemented by GA decision, Minutes 4/05.11.2020) (1) The competitions for habilitated and non-habilitated lecturers shall be announced and conducted in accordance with the requirements of the ASDRBA and RIASDRBA and the Rules for development of academic staff of MU-Pleven.

(2) Proposals to open competitions shall be made by the council of the primary unit, which will use the respective lecturer, upon proving the respective teaching load as per the Ordinance for teaching load at MU-Pleven.

(3) The decisions to open competitions for habilitated and non-habilitated lecturers shall be taken by the AC, as those for the university hospitals shall be coordinated with the manager or the executive director of the medical facility.

(4) The employment relations between MU-Pleven and a winner in a competition shall arise from the day of approval of the selection. Within one month, the rector concludes the employment contract.

(5) Employment relations between the MU-Pleven and lecturers from the clinical departments to carry out teaching activities at the University are governed by additional fixed-term contracts under Article 73 of HFA to be concluded by the rector of MU-Pleven, in coordination with legitimate representatives of the University Hospitals in Pleven. These lecturers conclude a primary employment contract with the medical institution, in coordination with the rector of MU.

**Article 76.** (1) In addition to the academic staff on a primary permanent or additional fixed-term employment contract under Article 73 of the HFA, part-time lecturers can work at MU-Pleven.

(2) By a decision of the Faculty Council/College Council, part-time lecturers may be attracted upon a motivated proposal by the dean of the Faculty/director of the College or of the head of the department.

(3) By a decision of the Faculty Council/College Council, scientists and lecturers from the country and abroad may be invited to carry out scientific and teaching activity for a certain term as visiting lecturers without competition. The relations of the visiting lecturers with the higher education institution shall be governed by a contract for a period not exceeding 1 year, which can be renewed. The contract is concluded with the rector of MU Pleven, indicating the exact activity that will be performed and the payment thereof.

(4) Prominent practitioners may be invited by a decision of the respective faculty council.

**Article 77.** (1) Each member of the scientific and teaching staff shall be subject to attestation.

(2) The attestation for habilitated lecturers shall be carried out once every five years, and for non-habilitated ones - every three years.

(3) Assessment of the contribution of each member of the scientific and teaching staff and appraisal based on indicators, criteria and procedure laid down in separate Rules for attestation of scientific and teaching staff, which must include:

1. fulfillment of teaching load for the academic job, adopted by the Academic Council;
2. developed new seminar and/or laboratory exercises, textbooks and teaching aids;
3. scientific output, participation in contracts for research and international scientific cooperation;
4. supervision of doctoral students, graduates and postgraduate fellows;
5. development of dissertations, defence of doctoral studies and specialization;
6. participation in academic management bodies, administrative commitments;
7. survey of student opinion.
8. participation in editorial teams of scientific publications and membership in scientific organizations and societies.

(4) An arbitration commission appointed by the rector shall consider disputed assessments and attestations by all primary units.

**Article 78.** (amended by GA decision, Minutes 4/05.11.2020) The academic staff members at MU-Pleven shall have the right:

1. to elect and be elected in management bodies, if they are on an employment contract;
2. to develop and teach the educational content of their discipline freely and in accordance with the requirements of the curriculum and study programmes;
3. to freely conduct, in accordance with their scientific interests, research and to publish the results thereof;

4. to transfer to work from one primary unit to another at MU-Pleven for carrying out teaching activity in the same discipline without competition or selection procedure;

4a. to participate in a competition at another Faculty within MU-Pleven for teaching in another discipline with competition and selection procedure;

5. to transfer to work from one unit to another of the same Faculty by a decision of FC;

6. to conduct training in the doctoral degree, in accredited scientific speciality. The doctoral programme is supervised by a habilitated person or a doctor of sciences, is carried out according to an individual curriculum and includes the development and defence of a dissertation. By decision of the Department Council on the proposal of the Head of the Department, FC approves the curriculum and elects the dissertation supervisor of the doctoral student;

7. to use the material base, library and information systems for their research under a procedure set out by an order of the rector of MU;

8. to be present at the examination of their academic behaviour, to have their opinion heard and to receive a written answer to written objections made by them;

9. to be members of the professional and trade union associations in the University, the country and abroad permitted by law;

10. to use the social and cultural facilities of the University for recreation, catering, sports and cultural activities;

11. to be members of national and international scientific organizations, creative unions, societies and associations related to their professional interests;

12. to develop and publish textbooks and teaching aids;

13. to participate in competitions for further scientific titles;

14. By a decision of the AC for restructuring of a department, part of which passes into the structure of another department in another Faculty or College, the transfer of lecturers is carried out without competition, based on the Decision of the AC.

**Article 79.** (amended and supplemented by GA decision, Minutes 4/05.11.2020) The academic staff members at MU-Pleven shall be obliged:

1. to perform their duties in accordance with the job description and the approved individual plan for their activity;

2. to develop and publish in an appropriate manner a description of the lecture course conducted by them, including the number, titles and sequence of topics from the curriculum, recommended reading list, assessment method and the form of testing knowledge and skills;

3. to observe scientific and professional ethics;

4. to comply with the Rules of MU-Pleven;

5. to fulfill additional conditions and requirements arising from the Rules of MU-Pleven or the employment contract;

6. not to conduct political or religious activity at MU-Pleven;

7. to observe the working hours, the volume of the study and other obligations and the conditions for their implementation.

8. to implement the decisions of the management bodies of the University and its primary units.

9. to conduct regularly classes assigned to them at a high scientific and methodological level and to introduce new forms and methods of teaching.

10. to conduct systematic control and reporting of students' performance.

11. within the terms set for the purpose to enter the assigned and realized teaching load and to fill in the attestation cards in the respective modules of the Information System of MU-Pleven;

12. to comply with the Code of Ethics of the employees of MU-Pleven.

**Article 80.** (1) (amended by GA decision, Minutes 4/05.11.2020) The academic staff members shall be dismissed from office by an order of the rector:

1. at their request;
2. in case of conviction and imprisonment for an intentional crime;
3. when there are no conditions to perform teaching activity;
4. in case of proven plagiarism in scientific papers;
5. upon revocation of the scientific degree;
6. in case of two consecutive negative attestations;
7. when committing offences, giving grounds for disciplinary dismissal;
8. when placed under guardianship.

(2) The dismissal from office under paragraph 1, items 3, 4, 6 and 7 shall be carried out after a decision of the primary unit.

(3) The lecturers dismissed under paragraph 1, item 3 shall receive compensation in the amount of their labour remuneration until the expiration of their labour contract, but not more than 12 months after their dismissal.

**Article 81.** (1) A member of the academic staff or of the other staff of MU-Pleven shall be subject to disciplinary dismissal, if he/she intentionally commits any of the following violations:

1. sets an examination mark without an examination;
2. examines and gives a mark to a person who has no right to sit for an exam;
3. issues a document on behalf of the higher education institution or its primary unit, which incorrectly reflects completed stages in the education of a student, doctoral student and postgraduate fellow.

(2) The violations under the preceding paragraph shall be established by a three-member commission appointed by the rector, who shall gather the factual material on the case, request written explanations from the affected parties and if necessary hear them. A report with a conclusion of the commission shall be submitted to the Control Board, which shall consider and report to the AC within two weeks. The Academic Council shall decide on the report by secret ballot and a list majority. If the violation is proven, the rector issues an order for disciplinary dismissal.

(3) A member of the academic staff and/or administrative staff, where there is evidence of corruption, shall be dismissed disciplinary, with the legal consequences thereof.

**Article 82.** For merits to the development of science and medical education the AC has the right to award to Bulgarian and foreign citizens the Doctor Honoris Causa honorary title.

**Article 83.** The provisions of the Labour Code shall apply to issues not settled in this area.

## VIII. STRUCTURE AND ORGANIZATION OF THE EDUCATIONAL PROCESS

**Article 84.** (1) The educational process shall be carried out at the primary units of MU-Pleven, opened under the procedure of Article 9(2)(1) and paragraph 3(3) of the Higher Education Act.

(2) The educational process at MU-Pleven shall stick to educational documentation for each speciality, which covers qualification characteristics by degrees, curriculum, programmes of disciplines, weekly study schedules and annual schedule of the educational process.

**Article 85.** (supplemented by GA decision, ex. No4/05.11.2020) (1) MU-Pleven carries out training in the following specialities: "Medicine", "Pharmacy", "Medical rehabilitation and occupational therapy", "Protection and control of public health", "Management of health care", "Public health and health management", "Nurse", "Midwifery", "X-ray laboratory assistant", "Medical laboratory assistant", "Assistant pharmacist", "Medical cosmetics", "Social activities in healthcare" and "Social activities" in educational

qualification degrees: Professional Bachelor's, Bachelor's and Master's, as well as for a doctoral degree, in accordance with Article 42 of the Higher Education Act.

(2) MU-Pleven shall conduct training in other specialities in professional fields "Public Health" and "Medical Care" in compliance with the existing Rules.

**Article 86.** The admission, training and graduation of students at MU-Pleven shall be organized, coordinated and controlled by the rector, the deputy rector in charge of academic affairs and the Academic Department of the University, the deans, the deputy deans, the director of the Medical College and the student offices of the primary units.

**Article 87.** (1) MU-Pleven organizes training after completed secondary education in the following educational and qualification degrees (EQD): Professional Bachelor's, Bachelor's, Master's.

(2) The training in Bachelor's degree provides basic general knowledge or specialized training in professional fields and specialities in accordance with Article 42(1) of the HEA.

(3) The training in the Master's degree provides in-depth fundamental training, combined with profiling in a certain speciality, in accordance with Article 42(2) of HEA.

(4) The education in the doctoral degree - after the acquired Master's degree – tertiary education - with term of preparation and independent research, determined in Article 8(2) of ASDRBA, and the graduates are awarded a doctoral degree. The training in a doctoral educational and qualification degree is carried out according to doctoral programmes;

(5) The professional Bachelor's degree is a degree of professional higher education. It is awarded after completing a college education with a minimum training period of three years. College graduates may continue their education in the Bachelor's degree under conditions and in accordance with the procedure set by the Rules of Procedure of the respective primary unit.

**Article 88.** (1) The education at MU-Pleven shall be carried out in three forms: full-time, part-time and distance.

(2) **The training shall be full-time:**

1. in the specialities " Medicine " and "Pharmacy" for the Master's degree with professional qualification MD and MPharm;

2. *revoked by GA decision on 07.02.2013.*

3. *(revoked by GA decision, Minutes No 4/05.11.2020)*

4. *(revoked by GA decision, Minutes No 4/05.11.2020)*

5. in the specialities "X-ray laboratory", "Medical laboratory assistant", "Social activities", "Assistant pharmacist" and "Medical cosmetics" for professional Bachelor's degree.

6. in the specialities "Nurse", "Midwife" "Medical Rehabilitation and Occupational Therapy " and "Protection and control of public health" and "Social activities in health care", for the acquisition of a bachelor's degree.

(3) **The training shall be distance:**

1. *revoked by the General Assembly of 07.02.2013*

2. in the speciality "Healthcare Management" for acquiring a bachelor's degree (after acquiring a Professional Bachelor's degree) with a professional qualification "Healthcare manager and Practice Lecturer";

3. in the speciality "Healthcare Management" for acquiring a Master's degree (after obtaining a Bachelor's degree) with the professional qualification "Healthcare manager and Practice Lecturer";

4. "Public health and health management" for acquiring the Master's degree (after obtaining a Master's degree) with professional qualification "Health manager".

5. *revoked by the General Assembly of 07/02/2013 d. (new - by GA decision, Minutes 4/05.11.2020)* "Medical rehabilitation and occupational therapy" for the acquisition of a master's degree

(after obtaining a bachelor's degree) with a professional qualification "Medical rehabilitator-occupational therapist".

6. under other programmes approved by the AC.

(4) Distance learning involves:

1. organization of the educational process, in which the student and the lecturer are separated in space, but not necessarily in time, as the distance is compensated by technological means; in form of training audio, video, computer and communications technologies and equipment are in use;

2. MU-Pleven may organize distance learning in individual disciplines for the acquisition of higher education in the Professional Bachelor's degree, Bachelor's or Master's, as well as in the specialization of general practitioners.

3. The training in the speciality "Public Health and Health Management" for acquiring the Master's degree (after obtaining the Master's in another speciality) with the professional qualification "Health Manager" can be carried out in distance learning.

**Article 89.** (1) The forms to check and assess the knowledge and skills of students shall be determined in the curricula and programmes. The main form for assessing knowledge at MU-Pleven is the written exam.

(2) The knowledge and skills of students are assessed according to a six-point system, which includes: excellent (6.00), very good (5.00), good (4.00), pass level (3.00) and failed (2, 00).

(3) The examination, assessed at least with a pass level (3.00), shall be considered passed.

**Article 90.** (amended and supplemented by a decision of the General Assembly, Minutes No 4/05.11.2020) (1) MU-Pleven applies a system for accumulation and transfer of credits under the terms and conditions of Ordinance No 21 of 30 September 2004 for application of a system for accumulation and transfer of credits in higher education institutions and Article 44a of the Higher Education Act.

(2) The purpose of the system is to provide students with an opportunity for elective courses, independent work and mobility on the basis of mutual recognition of separate periods of study.

(3) Credits are an assessment of the obligations that students must fulfill in a given discipline or module as part of the general obligations necessary for successful completion of one academic year or semester.

(4) In each discipline the credits shall be formed from the schedule of lectures and from practical and seminar exercises, independent work (in laboratories, libraries, term papers, homework, etc.), passed examinations and other forms of assessment, determined by the higher education institution and the primary units. Credits can also be awarded for participation in an internship and for a defended term paper or diploma work, when these activities are part of the curriculum.

(5) The credits under paragraph 3 are awarded to students who have successfully completed the relevant discipline and/or module by taking an examination or other means of assessment.

(6) The system under paragraph 1 is based on 60 credits per academic year or 30 credits per semester, distributed by disciplines and/or modules according to the curriculum of the speciality and the educational qualification degree, or on another number of credits compatible with this system.

## **IX. STUDENTS, DOCTORAL STUDENTS, POSTGRADUATE FELLOWS**

**Article 91.** (1) Bulgarian and foreign citizens may be admitted at MU-Pleven according to the rules and procedure, determined by the laws and statutory acts in force in the country.

(2) The admission of Bulgarian students at MU-Pleven shall be carried out in accordance with the Higher Education Act and the Rules for admission of students in the Medical University - Pleven, which shall be approved annually by the AC.



(3) The admission of foreign citizens at MU-Pleven shall be carried out according to conditions, determined in Ordinance of MES, regulating the state requirements for admission of international students in the higher education institutions.

(4) The training of the international students at MU-Pleven shall be carried out in Bulgarian or English.

1. In case the candidates do not have a document certifying the required level of language proficiency, they take a preparatory course for language and specialized training at the Language and Specialized Training Department (LSTD) or take an exam to prove the level of proficiency in the language.

2. In case the candidates have a document certifying the necessary level of proficiency in the language, or are from a country where English is an official language, they start studying at the faculties of MU-Pleven. When the education is in English, in parallel with the disciplines included in the curriculum, students undergo intensive training in Bulgarian (3 times for 2 hours per week) within the first 6 semesters.

(5) The admission of students, doctoral students and postgraduate fellows who are citizens of member states of the European Union and the European Economic Area shall be carried out under the conditions and procedure set out for Bulgarian citizens.

**Article 92.** (amended and supplemented by GA decision, Minutes 4/05.11.2020) (1) Those who have received the status of students, doctoral students and postgraduate fellows at MU-Pleven shall be subject to the requirements of the Higher Education Act and to these Rules. Students have the following main responsibilities:

1. to regularly attend all classes included in the curricula;
2. to appear well prepared for the classes;
3. to pass their examinations within the set terms;
4. with their overall behaviour to affirm the good reputation, authority and educational traditions of MU-Pleven.

(2) Every student of MU-Pleven who violates the provisions of the Higher Education Act, these Rules or provisions arising from them, or with his/her behaviour damages the prestige and good reputation of the University, depending on the severity of the violation shall be subject to the following sanctions:

1. reprimand;
2. warning;
3. last warning;
4. suspension from the University (for a period of 1 to 3 years);
5. (revoked by a decision of the General Assembly, Annex 4/05.11.2020)

(3) (new - by GA decision, Minutes No 4/05.11.2020) A student, doctoral student or postgraduate fellow shall be suspended from the higher education institution for a definite term in case of:

1. misstatement on the basis of which he/she was admitted to the higher education institution, or forging documents for his/her student position;
2. systematic non-fulfillment of his/her obligations under the curriculum or the Rules of the higher education institution;
3. conviction of imprisonment for committed intentional crime of general nature.

(4) (new - by GA decision, Minutes 4/05.11.2020) A student, doctoral student or postgraduate fellow shall be deregistered upon:

1. successful completion of the training course;
2. leaving
3. transfer to another higher education institution.

(5) (new - by GA decision, Minutes No 4/05.11.2020) The status of a student, doctoral student or postgraduate fellow is acquired upon enrollment at a higher education institution and is lost upon disenrollment, as well as for the term of suspension from high school.

(6) (new - by GA decision, Minutes 4/05.11.2020) A student who within two weeks before the deadline for suspension from MU-Pleven does not submit a written application for establishing his/her student status is considered to have left the university arbitrarily with the legal consequences thereof.

(7) (new - by GA decision, Minutes No 4/05.11.2020) The specific conditions and terms for suspension shall be governed by the Rules for organization of the educational activity.

**Article 93.** (1) The students and the doctoral students shall have the right:

1. to choose academic disciplines outside the mandatory ones under the conditions, determined in the curriculum;

2. to receive qualified help and guidance for their professional development;

3. to participate in the research activity of the University, guaranteeing their copyrights and remuneration;

4. to elect and be elected at the management bodies of the University and its structural units;

5. to use student dormitories, canteens, medical services, as well as all facilities of the university for teaching, research, sports and cultural activities under conditions determined by the state and MU-Pleven;

6. to associate in educational, scientific, cultural and sports communities for protection and satisfaction of their interests, as well as to be members of international organizations, whose activity does not contradict the laws of the Republic of Bulgaria;

7. to be transferred to another higher education institution, primary unit, speciality or form of education in accordance with and under conditions determined by the Rules for organization of the educational process.

8. to interrupt the education, as well as to continue it under the conditions, regulated in the Rules for organization of the educational process.

9. to receive scholarships, one-time financial aids or to use a loan for the maintenance of the training, in accordance with the current legislation;

10. to use a leave for not less than 30 days within one school year;

11. to receive timely information on educational, scientific and financial issues.

(2) The rights granted to the student status may not be used during periods when the education is interrupted due to poor performance or due to stay abroad at their own discretion.

**Art.93a.** (new - by GA decision, Minutes 4/05.11.2020) Medical University - Pleven offers annual scholarships for full-time students, for a period of 10 months, against the obligation of the student to work in an employment relationship at the university, after its completion. The source of funding is own revenues from the budget of MU-Pleven. The relations between the student and the University are settled by a bilateral written contract, for a period of up to 4 years.

**Article 94.** (1) The body for protection of the common interests of students at the University is the Student Council. It consists of representatives of students and doctoral students in the General Assembly of the University. The term of office of students and doctoral students in the General Assembly and in the Student Council of the higher education institution is two years with the right to be elected for another term.

(2) The activity of the Student Council is financed by the University in an amount that is not less than 1% of the tuition fee. The funds are used to protect the social interests of students, to conduct cultural, sports, scientific, creative and international activities.

(3) (supplemented by GA decision, Minutes 4/05.11.2020) The Student Council shall adopt Rules for its organization and activities and submit them for approval by the Academic Council of the University. The Academic Council may object to provisions of the Rules that contradict the laws or Rules of the higher education institution. The disputed provisions shall not apply until the dispute is resolved by the Minister of Education and Science. The Rules are published on the website of the higher education institution.

(4) The Student Council shall have the right:

1. to organize the election of its representatives in the management bodies of the higher education institution;
2. to make proposals for introduction of additional academic disciplines;
3. to make proposals for invitation of external lecturers;
4. to organize the creation of scientific specialized student communities and the publication of their works;
5. if necessary to create and manage its organizational units;
6. to establish domestic and international educational, cultural and postgraduate contacts between the students;
7. to express opinions and make proposals for the development of the sports activity at MU-Pleven;
8. to participate in the management of student dormitories and canteens;
9. to participate in the organization of the educational process;
10. to participate in the assessment of the quality of the educational process, including through independent questionnaires.

**Article 95.** (1) The education of students at the University shall be carried out by lecturers within the meaning of Article 48 and Article 52 of the Higher Education Act - habilitated and non-habilitated, visiting lecturers and part-time lecturers.

(2) The required number of research and teaching staff in the structural units of the University shall be determined in accordance with the norms for teaching load of research and teaching staff approved by the AC.

**Article 96.** (supplemented by GA decision, Minutes 4/05.11.2020) The teaching is conducted in departments and clinics of MU-Pleven and university hospitals under Article 27(3) and other educational and practical units, approved by the Academic Council on the proposal of the primary units. The training is conducted according to curricula for each speciality, approved by the AC and according to curricula for each discipline, approved by the council of the primary unit (Faculty, College). Classes are held on a weekly schedule for each semester (or semester schedule for part-time study) and on a modular basis for full-time bachelor's degree in "Health Care Management".

**Article 97.** (1) The curricula by specialities are the main element of the educational documentation. The proposals for their updating are considered by the Educational-Methodical Councils at the respective primary units, adopted by the FC/CS and approved by the AC (according to Article 96 of the Rules of Procedure of the Medical University - Pleven). The curriculum is a basic document, which indicates all the disciplines studied, the hours for lectures and exercises and the corresponding number of credits per semester, summer internships, undergraduate internships and state exams. The rector of MU-Pleven shall manage the overall activity of the organization of student education in accordance with the curriculum approved by the AC.

(2) The qualification characteristic shall be prepared for each speciality and educational-qualification degree by experts in the speciality and shall be approved by the order for approval of the curricula - adopted by the respective council of the primary unit (Faculty or College) and approved by AC. The qualification characteristic determines the appearance, character, content and scope of the speciality in the different educational and qualification degrees and outlines the possibilities for career development of students after their graduation.

(3) Additions and changes in the current curriculum are allowed only in case of change of the statutory base or upon proposal of the Faculty Council/College Council, which are accepted by the AC and enter into force from the next academic year.

(4) The faculties/the College shall enable each student to choose academic disciplines beyond the mandatory ones within the approved curriculum and the state requirements for the respective speciality. In the curriculum, in addition to compulsory, there are elective and optional courses.

**Article 98.** The curriculum for each discipline is annually developed by habilitated persons - experts in the given discipline, in coordination with the head of the respective department, adopted by the Department Council and approved by the Faculty/College Council.

**Article 99.** The Rules for organization of the educational process shall govern:

(1) The number of students in one study group;

(2) The number of students in one year when delivering the lecture material.

**Article 100.** (1) The annual schedule of the educational process shall determine the beginning and the end of each semester for the different forms of education, the time during which the regular and re-sit examination sessions, the summer practice and the student vacations should be held. The schedule for the upcoming academic year is made at the end of the previous one by the Academic Department and is approved by the AC at the proposal of the deputy rector in charge of academic affairs. In accordance with the university schedule, the schedules for the educational process in each primary unit are developed and approved by the Faculty/College Council.

(2) The winter and summer semesters for the full-time students shall have a duration of 15 weeks.

(3) The full-time students shall be provided with two vacations during the winter and summer semesters with duration according to the study schedule.

(4) Postponement or interruption of classes during the school year is allowed only during official holidays or by extraordinary order of the rector.

**Article 101.** Before the beginning of the academic year, the FC/CS approves with an order the number of streams and study groups by specialities and courses.

**Article 102.** (1) The control over the preparation of the students shall be carried out according to the specifics of the separate disciplines through current assessments during the training during the semester and through examinations at the end of the semester.

(2) The form of control under the preceding paragraph for each discipline shall be determined in the curriculum.

**Article 103.** (1) The students may be absent from classes for valid reasons, but not more than 25 school days for one academic year.

(2) In case of severe and prolonged illness or other extremely valid reasons, the rector, upon proposal of the dean/director, may allow individual students a long interruption of studies, but not more than 3 years in accordance with the Rules for organization of the educational process.

**Article 104.** (1) The semester shall be certified after working off of all practical exercises and passing of all colloquia under the curriculum. At the end of each semester, the lecturers certify with a signature in the student's book the student's participation in the classes. Based on these signatures, the dean/director certifies the respective semester.

(2) After successful certification of the semester, which is certified by the dean of the respective Faculty/director, the student is admitted to semester exams.

(3) Once, for the whole course of study, in case of one missing signature, an official certification of the semester is allowed.

(4) The students, who cannot certify the semester, shall re-enroll the uncertified semester, and again they must fully fulfill the provisions of the curriculum for this semester.

**Article 105.** (1) For each academic year two regular examination sessions shall be determined - winter and summer.

(2) For each school year two corrective sessions shall be determined - immediately after the regular winter and summer sessions.

(3) Before the beginning of the next academic year a liquidation examination session shall be held, at which students with up to three poor grades shall be admitted.

(4) In special cases the dean/director may allow taking an examination outside the schedule of the session, but not later than 2 weeks after the beginning of the next semester.

**Article 106.** (1) The semester examinations shall be conducted by the chief lecturer of the discipline (a habilitated lecturer) and assistants, as they shall obligatorily include a written part.

(2) The knowledge of students shall be assessed according to the six-point system. The grade is entered in the student's book, the examination minutes, the departmental journal and the general ledger of the Faculty/College on the day of the exam or no later than 24 hours after that.

(3) The assessments shall also be entered in the information system of MU by the experts from the Student Chancellery of the respective primary unit.

(4) For assessment of the knowledge and skills acquired during the training of students, MU-Pleven shall provide a system for accumulation and transfer of credits.

(5) The purpose of the system is to provide students with the opportunity for elective courses, independent work and mobility on the basis of mutual recognition of separate periods of study, which correspond to part of the curriculum of the speciality and the educational qualification degree.

(6) The conditions and the procedure for application of the system for accumulation and transfer of credits shall be determined by an Ordinance of the Minister of Education and a separate Regulation of the University.

**Article 107.** (1) After successful passing the examinations provided in the curriculum for the respective course the student shall move to a higher course.

(2) (*amended by GA decision, Minutes 4/05.11.2020*) In case of two failed exams for the course, the student shall be entitled to the so called conditional pass to a higher course. They must take the exams in the following year. In case of failure, the student status shall be determined according to the Rules for the organization of the educational process at the University.

**Article 108.** (1) The educational practices of students shall be conducted by specialities, according to the curriculum.

(2) A separate programme shall be developed for each practice, in which the rules for its implementation shall be determined, incl. for its organizational and methodological support. The programme is approved by the relevant council of the primary unit.

(3) Each practice shall end with an examination of acquired knowledge and skills and shall be certified with a separate document.

(4) *revoked by GA decision of 07.02.2013.*

(5) (*amended and supplemented by GA decision, Minutes 4/05.11.2020*) The bases for conducting training are all departments, sectors, clinics, centres, laboratories, wards/clinics of University hospitals and other medical facilities and institutions, accredited for this and/or having a permit to carry out the respective activity by the competent state bodies, approved by the AC under Article 27(3) of these Rules.

**Article 109.** (1) The education of students at MU-Pleven shall end with graduation examinations, diploma paper or thesis, based on the curricula.

(2) The graduation examinations (defence of theses) shall be conducted by committees, composed of habilitated persons upon proposal of the dean of the respective Faculty/director of the College and approved by an order of the rector.

(3) Those who have successfully passed the state exams (or defended a thesis) shall receive a diploma for completed higher education in the Master's, Bachelor's or Professional Bachelor's degree in the respective speciality.

(4) Upon a written request of students who successfully passed state exams or defended a thesis, a European diploma supplement shall be issued.

(5) The successfully completed course for qualification, increase of qualification or for re-training shall entitle the student to a respective document, compliant with the Ordinance for the documents issued by the higher education institutions.

(6) The training of international students in a preparatory course at LSTD shall end with taking examinations in Bulgarian/English and specialized disciplines. Successful graduates are issued a certificate of language qualification.

**Article 110.** (1) The organization and conducting of the competitive examinations and the control over the procedure for selection of state-subsidised full-time and part-time doctoral students shall comply with ASDRBA and shall be led by the deputy rector in charge of research.

(2) *(supplemented by GA decision, Minutes 4/05.11.2020)* The preparation of doctoral students at MU-Pleven shall be organized and coordinated by the deputy rector in charge of research and shall be conducted in the departments and the clinical centres of University Hospitals, which have signed a contract with the rector of MU-Pleven. The original documentation for the course of the doctoral programme (enrollment, suspension and deregistration by decision of the FC and order of the rector of MU-Pleven) is stored in the administrative structure serving the procedures for the development of the academic staff.

(3) For each enrolled doctoral student, a personal file will be opened. All materials and documents related to the admission, the status, the individual curriculum and its annual discussions, passed exams, the work of the doctoral student and the preparation of the dissertation are attached to the file.

**Article 111.** The admission and training of doctoral students at MU-Pleven is carried out in accordance with the Higher Education Act, the ASDRBA, the Rules implementing ASDRBA and the Rules for Development of Academic Staff of MU-Pleven.

**Article 112.** *(revoked by GA decision, Minutes No 4/05.11.2020)*

**Article 113.** *(revoked by GA decision, Minutes No 4/05.11.2020)*

**Article 114.** *(amended and supplemented by a decision of the General Assembly, Minutes 4/05.11.2020)* The call shall stick to the following procedure:

(1) The department councils shall make proposals to the deputy rector in charge of research to open competitions, indicating the topic of the doctoral programme, the professional field and the dissertation supervisor.

(2) The deputy rector shall submit the proposal to a meeting of the AC, which shall take a decision to open the competition.

(3) The competition, with a term of two months, shall be announced in the State Gazette and on the website of MU-Pleven.

**Article 115.** (1) FC selects the doctoral students and determines the term of the doctoral studies and their dissertation supervisor. The selection takes place in the presence of a quorum, by open ballot and simple majority.

(2) On the basis of a decision of the FC for selection of doctoral students, the rector shall issue an order for enrollment of the doctoral student.

**Article 116.** *(amended and supplemented by GA decision, Minutes 4/05.11.2020)* (1) The admission of persons who have graduated from foreign higher education institutions, persons who are not Bulgarian citizens and doctoral students on self-organised learning is carried out under the terms and conditions of the Rules for development of academic staff of MU-Pleven.

(2) *(revoked by GA decision, Minutes 4/05.11.2020)*

(3) *(revoked by GA decision, ex. No 4/05.11.2020)*

**Article 117.** *(revoked by GA decision, Minutes No 4/05.11.2020)*

**Article 118.** *(revoked by GA decision, Minutes 4/05.11.2020)*

**Article 119.** (1) The dissertation supervisor shall be obliged to support through consultations, recommendations and assessments the specialized preparation and the dissertation of the doctoral student.

(2) The dissertation supervisor shall be responsible before the scientific unit, the scientific organization, FC, AC and the rector for the quality of preparation, the implementation of the curriculum and the drafting of the dissertation.

(3) The head of the scientific unit (department) shall support the activity of the dissertation supervisor and the work of the doctoral student. He/she is responsible before the scientific unit, the scientific organization, FC, AC and the rector for the quality of training and the results of the doctoral students trained at the unit.

**Article 120.** (revoked by GA decision, Minutes No4/05.11.2020)

**Article 121. (1)** In his/her defence each doctoral student has the right to one-time refund of expenses, concerning the payment to the members of the scientific panel, by MU-Pleven.

(2) MU-Pleven shall bear the costs of 2 external habilitated persons for participation in the preliminary discussion (pre-defence) of the doctoral student.

(3) (amended by GA decision, Minutes 4/05.11.2020) MU-Pleven does not cover the costs for defence of doctoral students in self-organised learning, who are on a primary employment contract outside MU-Pleven and the university hospitals in Pleven.

**Article 122. (1)** The university shall provide to the doctoral students the material resources and means, necessary for the preparation of the dissertation.

(2) Organizations that are interested in the results of the respective dissertation may provide the doctoral students with material resources and means to support its development.

**Article 123. (1) The** financial and material resources for the developed dissertations shall be approved annually by the rector by types of expenses - expenses for maintenance of the training and social and household expenses.

(2) **The** financing of the experimental work for each dissertation shall be carried out according to separate annual charts of accounts, approved by the rector.

(3) Upon dropping out at their own discretion or upon suspension, full-time doctoral students are obliged to return to the University the amounts of scholarships received.

**Article 124.** Full-time doctoral students shall have the right to be enrolled for specialisation in the field of their doctoral studies, under the terms and conditions of Ordinance No 1 of 22 January 2015 for acquiring a speciality in the healthcare system.

**Article 125. (1) The** specialization shall involve mastering a basic speciality from the nomenclature of specialities in the healthcare system according to the curriculum and study programmes, for a certain term and shall end after successfully passing an examination before a graduation examination commission.

(2) **The** specialization shall be conducted in the following forms:

1. Clinical residency funded by the state
2. Paid specialization.

(3) Acquisition of the speciality "General Medicine" by doctors without speciality or doctors with other speciality, who have opened an outpatient clinic for primary medical care complies with Ordinance No 15/15.07.2008 for acquisition of the speciality "General Medicine by general practitioners".

**Article 126. (1) The** postgraduate training of specialists with higher education (Bulgarian and foreign citizens), working in the healthcare system shall be organized, registered, coordinated and controlled by the PG Centre at MU-Pleven.

(2) **The** PG Centre organizes and coordinates the course and individual training and prepares annually a plan-schedule for course-based and individual training upon proposal of the bases for postgraduate training, with which MU-Pleven has concluded a contract.

(3) The postgraduate training of residents is carried out by academic staff of the respective departments and part-time lecturers contracted by MU-Pleven

(4) **The** postgraduate education has three main areas:

1. HSA (Highly Specialized Activity) is a professional qualification for acquiring a certain qualification in programmes, which may be part of the programmes for specialization or training in independent programmes, approved by the rector of MU-Pleven, after the implementation of which an exam is taken and a relevant document (certificate) is issued and signed by the rector. The implementation of the curricula is carried out in the University Training Experimental Centre for Endoscopic Surgery and the University Hospitals.

2. Specialization

3. Continuing specialization

**Article 127.** (amended by GA decision, Minutes 4/05.11.2020) **(1)** The specialization shall be conducted in bases which have received a positive accreditation assessment/approval under Article 90(1)(3) of the HFA and have a contract with MU-Pleven.

**(2)** Senior medical and non-medical specialists, who have successfully passed a graduation examination for a speciality, shall receive a certificate for a recognized speciality, signed by the rector, after receiving registration numbers from the Ministry of Health.

**Article 128. (1)** The postgraduate training of persons with medical and non-medical education with qualification Professional bachelor and Bachelor's shall be organized by the primary units in accordance with the effective ordinances and shall be controlled by the PG Centre of MU-Pleven.

**(2)** The continuous qualification is continuous training after the acquisition of the right to exercise a profession in the form of courses, individual training, participation in seminars, congresses, conferences, symposia, etc. It is conducted through thematic short-term courses, specialized individual training without or with a break from production activities.

1. The PG Centre annually prepares a schedule for the courses held at MU-Pleven and the University Hospitals, approved by the rector and the chairperson of BMA or the chairperson of BAHCP.

2. The postgraduate training of persons with medical and non-medical education with a Bachelor's or Professional Bachelor's degree is organized by the primary units and is controlled by the PG Centre.

**(3)** The senior medical and non-medical specialists, who have conducted course-based and individual training, shall receive a certificate, issued by the PG Centre and signed by the head of the centre.

## X. QUALITY OF EDUCATION AND ACCREDITATION

**Article 129.** The management of MU-Pleven shall consider the process of providing, maintaining and improving the quality of training as a primary task, ensuring strong strategic management and sustainability of the institution.

**Article 130.** The management of MU-Pleven is obliged to develop a comprehensive strategy in terms of quality, consistent with the National Strategy of Higher Education Institutions in the Republic of Bulgaria.

**Article 131.** At the proposal of the rector of MU-Pleven, the AC shall elect a University Commission for the quality of education and accreditation whose chairperson is the deputy rector in charge of quality and accreditation, who shall:

1. be responsible to the rector for the overall design, management, functioning, efficiency and review of the institutional system for ensuring and improving the quality of education;

2. chair and manage the University Commission for Quality of Education and Accreditation, ensure the receipt and discussion of sufficient data and reports at this commission and shall regularly report the results to the Academic Council;



3. be accountable to the rector for the monitoring of the effective control, monitoring, assurance and improvement of the quality in the faculties, the departments and the other units of MU-Pleven, ensuring coherence of their respective goals, criteria and schedules;

4. receive regular reports and other agreed documentation from the deans of the Faculties, the director of the College and the Heads of Departments and Units on the functioning, management and efficiency of their quality management processes;

5. coordinate the work of self-assessment groups at the level of department, speciality and academic discipline;

6. bear general responsibility before the rector for the professional development of all categories of staff and for the provision of reserve staff for teaching;

7. ensure the use of appropriate and valid data and assessments of the quality, the standards and the quality management for the needs of the strategic and operational management of MU;

8. coordinate and stimulate the identification, study and dissemination of the positive experience in quality among higher education institutions.

9. liaise with NEAA and ensure adequate information and representation of the institutional strategy during visits by the Agency;

10. monitor the sequence of implementation of the quality activities at different levels (faculty, college, institute, department, sector, functional unit) and develop the criteria necessary for quality control and monitoring;

11. make recommendations and take decisions of an advisory nature on issues delegated to it by the AC or the rector.

12. include representatives of students and may attract lecturers with experience and qualification in specific issues in certain disciplines.

**Article 132.** In the faculties, the institute, the college, the departments and the other units an appropriate structure responsible for quality shall be established, which shall work in close connection with the commission at institutional level, providing timely reports and data.

**Article 133.** The deans of Faculties, the director of the College, the director of the Research Institute, the Heads of Departments and Functional Units shall support the activity of the University Commission for the Quality of Education and Accreditation.

**Article 134.** *revoked by GA decision of 07.02.2013.*

**Article 135.** Each lecturer at MU-Pleven shall be responsible for the effective maintenance of the quality arising from his/her employment contract and job description.

**Article 136.** The quality assurance activities at MU-Pleven shall include:

1. regular institutional review and self-assessment;

2. development of projects for new specialities and monitoring of the process of their approval;

3. periodic review of specialities and disciplines depending on institutional or external requirements;

4. consultation with students, postgraduate fellows and employers;

5. quality control and assurance in activities serving the students;

6. professional development of the staff;

7. research and consulting work;

8. data collection, preparation of reports, etc.

**Article 137.** *(supplemented by GA decision, Minutes 4/05.11.2020)* (1) MU-Pleven and its specialities shall be subject to regular accreditation in accordance with the Higher Education Act. Through the accreditation NEAA recognizes the right of MU-Pleven to provide higher education in two areas of higher education: Area: Health and Sports in professional fields: "Medicine", "Pharmacy", "Public Health" and "Health Care" and Area: "Social, economic and legal sciences" in professional field: "Social activities".

(2) MU-Pleven may provide training in other areas of higher education and professional fields, upon a decision of the AC and subject to accreditation.

**Article 138.** The management of MU shall propose and the AC shall decide to initiate an accreditation procedure, its type and deadlines for submission of the primary documents.

**Article 139.** Upon opening an accreditation procedure, the Academic Council elects Self-Assessment Commissions:

1. For institutional accreditation - up to 11 people, representatives of the academic management, persons with managerial experience, lecturers, employees, students and doctoral students.

2. For programme accreditation - up to 11 people, representatives of the academic management, established scientists and lecturers, students and doctoral students.

3. For a project for transformation, for opening a primary unit and/or a branch, for a project for opening a speciality of the regulated professions and professional direction - up to 7 people by decision of the AC.

**Article 140.** *(supplemented by GA decision, Minutes 4/05.11.2020)* (1) Within 6 months the commissions shall collect, verify, analyze and summarize the information and shall prepare a self-assessment report. The self-assessment report shall be submitted to the AC for discussion and decision-making.

(2) The commissions under Article 139(2) of these Rules shall be obliged to collect, check and analyze information on all units operating at MU-Pleven and the University Hospitals, incl. Research Institute, Departments/Clinics and sectors, sections, independent laboratories that can perform full and/or part of the NEAA criteria for programme accreditation of a doctoral programme.

(3) When preparing the self-assessment report, all units under the preceding paragraph shall be obligatorily included as training units, with the respective capacity under the respective doctoral programme.

(4) Where a unit under paragraph 2 has been left out of the self-assessment report without a good reason, the commission members shall bear personal responsibility for non-fulfillment of these Rules.

**Article 141.** Depending on the decision:

1. In case of a positive decision, a request shall be made to NEAA to open an accreditation procedure with the respective claims - for institutional, programme and another accreditation.

2. In case of identified weaknesses, which may be an obstacle for obtaining accreditation, actions shall be taken to address the weaknesses, and specific responsible persons shall be designated along with terms and mechanisms to prepare the speciality or the institution for accreditation. The reviewed self-assessment report is again submitted to the AC for a final decision.

**Article 142.** In accordance with the established system for post-accreditation monitoring, MU shall submit on a regular basis the requested information to NEAA.

## XI. RESEARCH ACTIVITY

**Article 143.** MU-Pleven independently or jointly with other scientific organizations shall carry out fundamental and applied research in the field of medico-biological, medico-applied, pharmaceutical and medico-social scientific areas.

**Article 144.** (1) The research at MU-Pleven shall be financed through a subsidy from the state budget, targeted project financing from the national budget and from additional funds, collected under the rules for financing as per Article 90 and 91 of HEA.

(2) The research activity shall be carried out with priority in the areas identified and approved by the academic management bodies.

**Article 145.** The scientific activity at MU-Pleven is based on the following organizational technologies:

1. forecasting of research;
2. free competition and expert evaluation of research projects for financial support;
3. coordination of the development and the movement of the scientific staff, according to the needs of medical education, science and practice;
4. stimulation and support of international scientific cooperation, carried out by scientific staff and teams of MU-Pleven;
5. protection of the objects of intellectual property and patent-licensing activity.

**Article 146.** The scientific activity at MU-Pleven is carried out through:

1. determination of scientific priorities of MU-Pleven on the basis of the state scientific policy, the needs of the national healthcare and the personnel and material possibilities of the University;
2. development of R&D plans in the departments of MU-Pleven, approved by the councils of the primary units;
3. announcing competitions, conducting expert evaluation and concluding contracts for financial support for the development of research projects under the conditions and procedure of the Rules for the organization and management of the research activity of MU-Pleven,
4. coordinating the participation of teams from MU-Pleven in the competitions for financing scientific projects from the National Research Fund (NRF), the Young Scientists Fund, the Structural and Technological Policy Fund and others;
5. planning and conducting joint research projects with other higher education institutions, scientific organizations and institutions;
6. informing the scientific community about options, forms and terms to organise international cooperation, concluding agreements, participation in international programmes and membership in international organizations;
7. *revoked by a decision of the General Assembly of 07.02.2013,*

**Article 147.** (1) The organisation and management of research shall be carried out by the management bodies, research institutes and other primary units carrying out research in accordance with Rules approved by the AC.

(2) Organizational forms for research activity shall be:

1. The Research Institute and other primary units of the University carry out long-term research activities in the University's priority areas;
2. research centres, laboratories, etc., set up at the primary units of the University;
3. departmental teams;
4. research groups, clubs, circles;
5. short-term programme, temporary research teams;
6. independent creative activity of academic staff members.

(3) The research units may also carry out expert, development and consulting activities.

**Article 148.** (1) The research activity shall be financed by:

1. budget funds of the University for development of research projects.
2. contracts with external organizations, concluded under the relevant procedure;
3. targeted donations;
4. realization of research products;
5. receipts for realization of artistic-creative, expert, developmental and consulting activity;
6. attracting investors for the implementation of specific projects or preparation of a specific product inherent in the activity;

(2) The management and allocation of funds for research activity shall be carried out in accordance with the legislation, the decisions of the academic management bodies and the Rules for the research activity of the University.

**Article 149.** To carry out research activity, MU-Pleven shall:

1. establish research units;
2. provide material and information base;
3. organize and conduct scientific events;
4. ensure the rights of the lecturers in accordance with Article 55(2) of the HEA.
5. *(new - by GA decision, Minutes 4/05.11.2020)* have a system for intellectual property protection, which includes rules and structure for deployment of outputs of research and other objects of intellectual property, as well as for training in intellectual property protection.

**Article 150.** Evaluation of outputs of the research activity shall be carried out according to the Rules for attestation of the scientific and teaching staff and shall be approved by the governing body of the respective unit and the Academic Council.

**Article 151.** (1) The Commission for Ethics in Research shall be an independent expert and consultative body, authorized by the AC to give opinions on the ethical aspects of research conducted at the University.

(2) The Commission shall consist of a chairperson and 8 members, elected by the AC at the proposal of the deputy rector for research. The activity of the Commission shall be regulated by Rules adopted by the Academic Council.

**Article 152.** The library and information services and the publishing activity at the University shall be carried out according to Rules, adopted by the Academic Council.

## XII. EUROPEAN INTEGRATION AND INTERNATIONAL COOPERATION

**Article 153.** (1) European integration and international cooperation shall be guided by the strategic goals of MU-Pleven and shall comply with the Higher Education Act (Article 21(12); Article 57(2)(3); Article 70(1)(7)), the provisions of the legislation of the Republic of Bulgaria, the EU legislation, international and bilateral treaties and agreements of the Republic of Bulgaria in the field of education and science.

(2) European integration and international cooperation shall be implemented in the following areas:

1. Educational activity;
2. Research activity;
3. Ensuring and maintaining the quality of education;
4. Academic management;
5. Cultural and sports activities;
6. Other areas of mutual interest.

**Article 154.** MU-Pleven carries out independently or jointly with other educational, scientific and cultural organizations, legal and natural persons from the country and abroad EU integration and international cooperation through:

1. Implementation of interstate and interdepartmental agreements for cooperation in the field of education and science;
2. Implementation of bilateral agreements for academic and scientific cooperation of MU-Pleven with partner universities from abroad;
3. Partnership under European Union programmes in the field of education, science and technology, youth development, etc.

4. Partnership on international programmes and projects for academic, scientific and cultural cooperation;

5. Partnership for joint participation in international projects;

6. Collective and individual membership in world and European academic, educational and scientific organizations, working groups and commissions and participation in their activities.

**Article 155.** (1) The EIC activities at MU-Pleven shall be organized on the territory of its primary structural units and departments.

(2) The scientific and teaching staff, students, doctoral students and administrative staff shall participate in the EIC activities.

(3) EMS is carried out through individual and collective participation and international cooperation of the academic staff of the departments, faculties and other primary structural units, students and doctoral students of MU-Pleven in educational, research, cultural, sports and other activities with related institutions from the European Union and other countries.

**Article 156.** (supplemented by GA decision, Minutes 4/05.11.2020) (1) The academic staff, students and doctoral students of the higher education institution shall participate in European and world programmes for academic and scientific exchange on the basis of bilateral and multilateral agreements and treaties.

(2) The contracts and agreements for academic exchange shall be signed by the rector for a period of 3-5 years, and for each of them a working programme for the same period shall be drawn up by the participating primary structural units. At the end of the participation in the work programme, each participant submits a report to the head of the primary unit and to the auxiliary unit, servicing the processes of implementation of international educational programmes, cooperation and mobility.

**Article 157.** (1) The contracts under European and world programmes and projects, in which the University represents the Bulgarian side, shall be signed by the rector according to the requirements of the programmes themselves. The organization of the implementation of the obligations by the University, the control and the reporting of the activities and the financial expenses are assigned to the coordinator.

(2) After the end of the term for project implementation, the coordinators shall submit to the collective bodies for management of the primary units and the Academic Council a report for the results achieved and a decision on the future development of the project shall be taken.

**Article 157a.** (amended and supplemented by GA decision, Minutes 4/05.11.2020) (1) The organization and administrative servicing of the activity of European integration and international cooperation, incl. implementation of international educational programmes, cooperation and mobility at MU-Pleven is carried out by the administrative structural unit of the University.

(2) The overall activity of the unit is organized and directed by the deputy rector for European integration and international cooperation who is a habilitated person elected by the Academic Council of MU-Pleven at proposal of the rector.

(3) The collective body for management of European integration and international cooperation is the EIC Advisory Council, whose composition is approved by the Academic Council and appointed by the rector of MU-Pleven for the term of office.

(4). The administrative services for EIC at MU-Pleven shall be ensured by an administrative structural unit on the functional principle for areas "European integration and academic mobility" and "International Cooperation", whose heads are endorsed by the AC for a period of four years.

**Article 158.** (1) The membership in European and international educational, scientific and cultural organizations is collective and individual, it meets the goals and the activity of MU-Pleven and is in the collective and individual interests of the members of the academic community.

(2) Proposals for membership in European and international organizations at university and faculty level may be made by primary units, departments, lecturers, students and doctoral students. Proposals for

collective membership of the primary units in European and international organizations are made by the head of the respective unit and are accompanied by information about the organization, the envisaged benefits of membership, financial resources for membership fees, opportunities for participation of MU-Pleven in its activities..

(3) The decision for membership shall be taken by the collective management bodies of the University or the primary units, within two months after the receipt of the proposal. The collective governing body gives a mandate to the rector or the head of the primary unit to sign a membership contract.

(4) When the membership in an international organization or international programme is related to financial conditions for participation, a final decision on the proposal for membership shall be taken by the Academic Council.

**Article 158a.** (1) The financing of the activities for European integration and international cooperation shall be carried out with funds from the budget of MU-Pleven, additional financial means, received through participation in national, European and other programmes and projects, in accordance with the statutory base and the conditions of the programmes.

(2) The use of financial assistance from external organizations - sponsorships, donations, etc. shall be governed by these Rules and the terms of the sponsoring organization.

**Article 159.** (1) All issues concerning European integration and international cooperation shall be regulated by separate Rules, which shall be adopted by the Academic Council.

(2) The organization and management of the activities under the sectoral programme Erasmus + of the European Union for mobility and cooperation in the field of higher education shall be regulated by separate Rules, which shall be adopted by the Academic Council.

(3) The conditions and the procedure for accumulation and transfer of educational credits at Medical University - Pleven, in accordance with the European Credit Transfer System (ECTS), shall be regulated by Internal Rules, to be adopted by the Academic Council.

### **XIII. PROPERTY AND FINANCING**

**Article 160.** (1) MU-Pleven shall be a state-run higher education institution, established and carrying out its activity on the basis of available state property and annual state subsidy.

(2) MU-Pleven may acquire the right of ownership over real estates, as well as receive revenues from them to carry out its inherent activity.

**Article 161.** (1) The property of MU-Pleven shall consist of a right of ownership and of other real and property rights.

(2) The real estates, provided by the state to MU-Pleven, shall be state public property.

(3) Real estate classified as public state property, as well as separate parts thereof can be rented out or used jointly under a contract with third parties, without changing their purpose, under conditions and procedures specified by the Council of Ministers.

**Article 162.** (1) MU-Pleven shall compile, execute, close and report an independent general budget, from which the activities of its main and servicing structural units shall be financed.

(2) The proceeds in the budget of MU-Pleven shall include:

1. subsidies from the state budget;

2. donations, wills, inheritances and sponsorship;

3. own revenues from: revenues from research, expert consulting, medical and sports activities, as well as from industrial property rights, copyrights and other related rights; revenues from application and training fees, training revenues; postgraduate qualification; administrative services for non-students; other activities related to the educational process.

(3) The revenue and expenditure part of the budget shall be compiled according to the classification of the revenues and expenditures of the state budget.

(4) Within the deadlines for submission of the annual financial report, MU-Pleven shall publish a report on the implementation of the revenue and expenditure part of the budget according to the classification of the revenues and expenditures of the state budget.

(5) The excess of revenues over and above the expenditures at the end of the year shall be transferred to the budget of MU-Pleven for the next year.

**Article 163.** (1) The subsidy from the state budget shall provide:

1. subsidies for training;
2. inherent research activity;
3. publishing textbooks, teaching aids and scientific papers;
4. social and household expenses;
5. capital investments;

(2) Subsidies for training shall be determined on the basis of:

1. differentiated norms by professional fields for one student, determined by an act of the Council of Ministers;

2. the number of students and doctoral students;

3. the results of the assessment during the accreditation of MU-Pleven and its specialities.

(3) The funds for social and household expenses shall be determined on the basis of effective statutory acts.

**Article 164.** The management of MU-Pleven, together with the managements of the structural units in its composition, independently distribute the funds provided to it for the educational activity, research, development of the material base, the professional and social development.

**Article 165.** (1) MU-Pleven shall annually conclude contracts with medical facilities and other training institutions, where the educational process and research activity is carried out with regard to:

1. joint implementation of medical-diagnostic, educational and research activity in the clinics (wards, sectors), classrooms, auditoriums, offices and laboratory units of the contractor;

2. planning of the personnel and overall policy in the field of teaching, research work of the departments, implementation of international scientific and educational programmes.

(2) In connection with the scope of activity agreed under the contractual relations certain expenses shall be made by the types of activities related to the educational process and the research work carried out in the clinical departments of MU, based in the respective medical establishments.

**Article 166.** Contributions and donations from abroad of literature, equipment, devices and related consumables and chemicals at MU-Pleven, for the needs of the educational and research activity shall be exempt from customs duties, fees and value added tax.

**Article 167.** (1) Students and doctoral students shall have the right to apply for scholarships from the state budget, scholarships offered by MU-Pleven and scholarships of natural and legal persons.

(2) The amounts, conditions and the procedure for receiving scholarships by students and doctoral students shall comply with an act of the Council of Ministers, as the number of scholarship students, the criteria for granting scholarships and their specific amount by types of scholarships and categories shall be determined by an order of the rector after coordination with the Student Council.

**Article 168.** (*amended and supplemented by GA decision, ex. No 4/05.11.2020*) (1) Students, doctoral students and postgraduate fellows shall pay tuition fees. Students pay fees in equal installments at the beginning of each semester.

(2) The annual tuition fees shall be determined by the Council of Ministers annually.

(3) The amount of fees under paragraph 2 may not be higher than two thirds of the funds for provision of education, determined by the order of Article 91(2)(1) and (3) of the Higher Education Act

(3) *(amended by GA decision, Minutes 4/05.11.2020)* The amount of tuition fees under Article 21(2)-(3) and under Article 9(3)(6)(b) of the Higher Education Act shall be determined annually as per Article 95(4) of the Higher Education Act, and tuition fees under Article 21(5) may not be lower than 70% of the funds for provision of the education, determined under Article 91(3)(1) and (3)

(4) The following persons shall be exempted from payment of fees in state-run higher education institutions:

1. double orphans;
2. persons with permanent disabilities and reduced working capacity 70 and over 70%;
3. war invalids and war victims;
4. persons brought up to the age of 18 at homes for children deprived of parental care;
5. doctoral students in the last two years of doctoral studies;
6. students and doctoral students admitted under conditions and procedure set out in an act of the Council of Ministers, in case such act provides for such exemption.
7. *(new - by GA decision, Minutes 4/05.11.2020)* persons who at the time of coming of age are subject to a protection measure under the Child Protection Act - placement in a foster family, a social service of a resident type or a specialized institution; "
8. *(new - by GA decision, Minutes 4/05.11.2020)* students in professional fields and protected specialities with the highest expected future shortage on the labour market, according to a list adopted by the Council of Ministers at the proposal of the Minister of Education and Science.
9. *(new - by GA decision, ex. No 4/05.11.2020)* students admitted in a paid form of education, in which circumstances have occurred within the meaning of paragraph 4(1)-(2) during the full-time training, fees in a reduced amount may be determined by a decision of the AC.

(5) *(supplemented by GA decision, Minutes 4/05.11.2020)* International students, doctoral students and postgraduate fellows shall pay fees which may not be less than the differentiated norms for provision of studies. Students, doctoral students and postgraduate fellows - citizens of Member States of the European Union and the European Economic Area, shall pay fees for their studies under the conditions and in the manner prescribed for Bulgarian citizens.

(6) *(amended by GA decision, Minutes 4/05.11.2020)* Persons with dual citizenship, one of which is Bulgarian and the other is not from a country that is a member of the EU and the EEA, are admitted to MU-Pleven and pay a tuition fee according to the procedure of admission for citizenship, on the basis of which they are admitted, except for students studying in Bulgarian, who pay half the amount of the fee for international students.

(7) *(amended by GA decision, Minutes 4/05.11.2020)* Persons with dual citizenship, one of which is Bulgarian and the other is from a member of the EU and the EEA, shall be admitted to the MU -Pleven and pay a tuition fee under the terms and conditions for Bulgarian citizens, except in cases where they study in English.

(8) *(amended, new - by GA decision, Minutes 4/05.11.2020)* In the cases in which MU-Pleven was subsequently notified of the existence of a second citizenship which is Bulgarian, the student continues his/her education under the terms and conditions of the admission, without changing the due fee.

(9) *(amended by GA decision, Minutes 4/05.11.2020)* Bulgarians living outside the Republic of Bulgaria shall pay fees for their education under the conditions and procedure determined for Bulgarian citizens, unless an international treaty provides otherwise.

(10) *(amended by GA decision, Minutes 4/05.11.2020)* The fees under paragraph 5 shall not be paid by students, doctoral students and postgraduate fellows admitted under intergovernmental agreements, in which this issue is settled on a reciprocal basis.



## TRANSITIONAL PROVISIONS

§ 1 (1) The mandate of people who at the entry into force of these Rules occupy managerial positions such as rector, dean, head of unit, branch and college, head of department and their deputies shall not be terminated early at the age of 65.

(2) The persons who occupy positions as per paragraph 1 and have reached 65 years of age at the time of entry into force of these Rules shall complete the mandates under conditions in force upon their appointment.

(3) A person who has held the position of Head of Department for two consecutive terms, as of the entry into force of the Act amending and supplementing the Higher Education Act (28.02.2020), may not be elected after this date, for a third consecutive term for this post.

(4) With the entry into force of the amendments and supplements to these Rules, adopted by GA decision, Minutes No 4/05.11.2020, the mandate of elected management bodies at the higher education institution shall not be interrupted.

§ 2 Within three months, the councils of the primary units of the University shall align their internal Rules to the amendments to these Rules, adopted by GA decision, Minutes No 4/05.11.2020.

§ 3 (1) Within two calendar years, as of the GA decision, Minutes No 4/05.11.2020, the use of the academic coat of arms of MU-Pleven before and after its amendment shall be considered valid, allowing both placement on official documents and official external correspondence.

## XIV. FINAL PROVISIONS

§1 For cases not regulated by these Rules, the provisions of the Higher Education Act, ASDRBA and RIASDRBA, the Healthcare Facilities Act, the Healthcare Act, the Labour Code, other applicable laws and by-laws, as well as approved institutional norms of MU-Pleven shall apply.

§2 (1) An integral part of these Rules are institutional norms/Rules, policies, systems and statutes/ as referred herein, regulating the work of the University units and the management bodies, namely:

1. Rules for the activity of the academic council of MU-Pleven
2. Rules for the structure and activity of the internal system for quality assessment and maintenance
3. Rules for the structure and activity of the Control Board of MU-Pleven
4. Rules for the organization of the educational process at the Medical University - Pleven
5. Rules for the organization of the distance learning learning process at MU-Pleven
6. Rules for the structure and activity of the Distance Learning Centre at MU-Pleven
7. Rules for the organization and management of research activity at MU-Pleven
8. Rules for attestation of academic staff of MU-Pleven
9. Rules for the organization and management of the activity on European integration and international cooperation at MU-Pleven
10. Rules for the organization and management of activities under the sectoral programme Erasmus + at MU-Pleven
11. Rules for the activity of the Commission for ethics in research at MU-Pleven
12. Rules for the administrative and economic activity of MU-Pleven
13. Rules of Procedure of primary structural units of the University (Faculties, Research Institute, LSTD and Medical College).

14. Rules for conducting a state exam for students majoring in "Medicine" at MU-Pleven
15. Rules for admission of students at MU-Pleven
16. Rules for the activity of the ombudsman of MU-Pleven
17. Rules for the structure and activity of the commission for prevention and counteraction of corruption
18. Rules for the internal procedure and arrangements for using student dormitories and the student canteen of MU-Pleven
19. Internal Rules for academic exchange of students and ECTS administration
20. Rules for the structure and activity of the Career Development Centre of MU-Pleven
21. Rules for the organization and management of the activity on European integration and international cooperation at MU-Pleven
22. Rules for the activity of the doctoral school at MU-Pleven
23. Rules for the structure and activity of the library of MU-Pleven
24. Rules for the structure and activity of the student council of MU-Pleven
25. Rules of Procedure of the publishing centre of MU-Pleven
26. Status of the Prof. Dr. Nedko Kyuchukov sports complex at MU-Pleven
27. Status of the Academia medica newspaper of MU-Pleven.
28. Rules for development of academic staff at MU-Pleven
29. Rules for intellectual property management of MU-Pleven
30. Code of Ethics of employees at MU-Pleven
31. Code of Ethics of scientists at MU-Pleven
32. Policy and Rules of the Medical University - Pleven for exploitation and commercialization of research outputs, including structure for transfer of knowledge and technology, etc., publicly announced on the website of the University.

**§3** The academic staff, students and employees shall be acquainted with the Rules of Procedure of MU-Pleven, together with all annexes thereto, in an appropriate manner, and shall be obliged to strictly adhere to its provisions.

**§4** Amendments and supplements to the Rules shall be made under the procedure for its adoption and shall enter into force on the date of their adoption.

**§5** These Rules are adopted by the General Assembly of the University, pursuant to Article 29(2) of the Higher Education Act and §17 of the transitional and final provisions of the Higher Education Act. It hereby repeals the Rules of Procedure of MU-Pleven of 19.04.2007. The Rules have been supplemented and amended in accordance with the legal procedure at sessions of the General Assembly of the University held on **11.12.2008, 14.04.2011, 07.02.2013, 14.04.2016, 16.03.2017 and 05.11.2020.**