

МЕДИЦИНСКИ УНИВЕРСИТЕТ - ВАРНА
„Проф. д-р Параскев Стоянов“

Ул. „Марин Дринов“ 55, Варна 9002, България
Тел. : 052/ 65 00 57, Факс: 052/ 65 00 19
e-mail: uni@mu-varna.bg, www.mu-varna.bg



MEDICAL UNIVERSITY - VARNA
“Prof. Dr. Paraskev Stoyanov”

55, Marin Drinov Str., 9002 Varna, Bulgaria
Tel.: +359 52/ 65 00 57, Fax: + 359 52/ 65 00 19
e-mail: uni@mu-varna.bg, www.mu-varna.bg

Regulations
on the activity of the Research Institute of
the Medical University “Prof. Dr. Paraskev Stoyanov” – Varna

Varna
2020

Section I

GENERAL PROVISIONS

Art. 1. These regulations govern the structure, management, organization and activities of the Research Institute at the Medical University “Prof. Dr. Paraskev Stoyanov” - Varna (MU-Varna), hereinafter referred to as RIMU-Varna.

Art. 2. (1) RIMU-Varna is a core unit of the University for conducting basic, clinical and translational research in the priority scientific areas of MU-Varna, which derive from the national scientific priorities in the fields of medicine, dentistry, pharmacy, health care, public health and other interdisciplinary fields. RIMU-Varna contributes to the application of the obtained scientific results in order to improve human health and health care in general. RIMU-Varna is working to build the prestige of MU-Varna as a research center of national and European importance through significant scientific developments.

(2) RIMU-Varna is a unifying platform for carrying out experimental and applied research activities by the academic staff of MU-Varna in the field of medicine, dentistry, pharmacy, health care and public health.

(3) RIMU-Varna is opened, transformed and closed by a resolution of the Council of Ministers on the proposal of the Minister of Education and Science, based on a resolution of the Academic Council of MU-Varna.

Art. 3. RIMU-Varna carries out its activities in accordance with the Higher Education Act, the National Strategy for Development of Research 2020, the Innovative Strategy for Smart Growth - 2015, the Regulations of MU-Varna, the System for Evaluating and Maintaining the Quality of Education and of the Academic Staff at MU-Varna and others internal acts of the University.

Art. 4. RIMU-Varna carries out the following activities:

1. Participation in the strategic planning of the MU-Varna research activities. Preparing on an annual basis a plan for its research activities, which is to be accepted by the Academic Council.
2. Organizing and coordinating the research activities of the scientific sectors and the scientific teams working in them, working on fundamental, clinical and translational projects at MU-Varna.
3. Participation in the development, financing, implementation and reporting of research projects in accordance with the scientific priorities of MU-Varna.
4. Assisting in the involvement of MU-Varna researchers in the development and implementation of research projects under national and international research programs.
5. Implementing any expert and research activities on research projects and programs of regional, national and international importance.
6. Implementation of activities related to organising and conducting competitions for leaders of scientific groups of projects with funds from a special fund established by MU-Varna for performing significant research.
7. Promotion of interdisciplinary research.

8. Participation in the publication of a website and a scientific bulletin to promote the results of the research conducted at MU-Varna.
9. Organization of scientific congresses, conferences, seminars, workshops and others in order to mediate and promote scientific discussions and to disseminate the results of the research work at MU-Varna at national and international level.
10. Establishing and developing partnerships, both nationally and internationally, for scientific, educational and research cooperation.
11. Maintaining sustainable relations with regional and national public institutions, providing expertise in the development of health policies in order to support the health care sustainable development.
12. Participation in the creation of regional and national strategic documents in the field of public health and health promotion.
13. Initiating and implementing the logistics activities related to the creation of new research centers at MU-Varna.
14. Building, updating and maintaining a register of current and completed research projects in the scientific units of RIMU-Varna.
15. Providing expertise and administrative support for young scientists, PhD students and postdoctoral students at MU-Varna.
16. Other expert activities may be implemented that are related to the objectives of the RIMU-Varna and support the research activities of MU-Varna.

Section II

STRUCTURE, MANAGEMENT AND SCIENTIFIC COMPOSITION

Art. 5. The scientific staff of the Institute shall be composed based on the entire academic and teaching staff of MU-Varna, PhD students and postdoctoral students.

Art. 6. (1) The organizational structure of RIMU-Varna includes a Director, three Deputy Directors, a Scientific Council, six scientific sectors and an Administrative Secretary.

(2) The management bodies of the Institute are the Director and the Scientific Council.

Article 7. (1) The Director of RIMU-Varna shall be nominated by an order of the Rector of MU-Varna and shall be directly subordinated to the Rector.

(2) The Director of RIMU-Varna shall be a habilitated person working under an employment contract with the Medical University - Varna as at the day of their appointment, and having a length of service of not less than 5 (five) consecutive years at the University.

Art. 8. (1) The Director shall manage and be responsible for the overall organization and activities of RIMU-Varna.

(2) The Director shall perform the following functions:

1. Planning, organizing and controlling the activities of RIMU-Varna, in accordance with the powers granted to them.

2. Convening and chairing the meetings of the Scientific Council of RIMU-Varna;
3. Approving the agenda and the materials to be discussed in an electronic and/or printed form, which are required to be sent to the members of the Scientific Council not later than 7 days before the meeting date;
4. Based on the proposals of the scientific sectors and/or the scientific units at RIMU-Varna, and in accordance with the priorities of the research activities and the strategic directions of the research at MU-Varna, the Director shall prepare annual plans for the work of RIMU-Varna;
5. Preparing proposals for the allocation of the funds from the RIMU-Varna budget;
6. Preparing annual and other reports on the work of RIMU-Varna;
7. Entering into contracts with contracting authorities and contractors from or outside MU-Varna, subject to authorization by a Rector's order.
8. Within their competencies and powers granted to them by the Rector of MU-Varna, the Director represents RIMU-Varna when participating in any MU-Varna internal and external events;
9. Within its competencies and powers granted to them by the Rector of MU-Varna, the Director shall represent RIMU-Varna before any external organizations and institutions;
10. Initiating cooperation with local and foreign research organizations;
11. The Director shall make proposals to the Rector of MU-Varna to appoint Deputy Directors and Administrative Secretary of RIMU-Varna;
12. The Director shall make proposals to the Rector of MU-Varna to appoint heads of the permanent scientific sectors in RIMU-Varna.
13. Controlling the preparation of the correspondence in RIMU-Varna;
14. Controlling the document management in RIMU-Varna in compliance with the document flow procedure in MU-Varna;
15. Planning, delegating and controlling the implementation of all other tasks related to the operations of RIMU-Varna and the budget of the unit;
16. Reporting on an annual basis the activities and the RIMU-Varna budget implementation before the Rector of MU-Varna and before the Academic Council.
17. Performing additional functions and tasks that may be assigned to them by the Rector or by the Academic Council of MU-Varna.

Art. 9. (1) Deputy Directors and their departments are nominated by an order of the Rector of MU-Varna, based on a recommendation by the Director of RIMU-Varna.

(2) The Deputy Director of RIMU-Varna shall hold a Doctor of Science degree and be employed with MU-Varna as of the day of their appointment.

(3) The Deputy Directors shall assist the Director in the performance of their functions, substitute for the Director in their absence and may direct certain areas of the RIMU-Varna operations, if assigned.

Art. 10. (1) The Administrative Secretary shall be appointed by an order of the Rector of MU-Varna, based on a recommendation by the Director of RIMU-Varna.

(2) The Administrative Secretary shall be directly subordinated to the Director of RIMU-Varna.

(3) The Administrative Secretary shall perform technical and organizational functions to support the work of RIMU-Varna.

Art. 11. (1) The Scientific Council of RIMU-Varna is a collective management body of the Institute.

(2) The Director of RIMU-Varna is a member of the Scientific Council and its Chairperson by right.

(3) Members of the Scientific Council of RIMU-Varna are the Science and Research Vice-Rector, the Director of the International Cooperation, Accreditation and Quality Directorate, the Deputy Directors of RIMU-Varna and the Heads of the scientific sectors of RIMU-Varna.

(4) In the event that a Vice-Rector or a Deputy Director of the Institute is also head of a scientific sector, they shall have the right to one vote in decision-making of the Scientific Council.

Art. 12. (1) The Scientific Council shall carry out the following activities:

1. Defining the scientific strategy of RIMU-Varna;
2. Accepting and controlling the implementation of the RIMU-Varna scientific strategy;
3. Discussing and adopting the priority directions for the research work of RIMU-Varna;
4. Making decisions on the establishment and closure of scientific groups within the structure of RIMU-Varna;
5. Making decisions on cooperation with external organizations and participation in regional, national and international research networks;
6. Discussing and adopting the annual research program for the activities of RIMU-Varna;
7. Approving, based on Director's proposal, the budget of RIMU-Varna and controlling the budget implementation;
8. Approving the annual scientific and financial report on the work of RIMU-Varna;
9. Initiating amendments to the Regulations of RIMU-Varna;
10. Other activities related to the operations of RIMU-Varna.

Art. 13. (1) The Scientific Council is convened at least once every 3 months by the RIMU Director, with a previously announced agenda.

(2) The meetings shall be valid if more than half of the members of the Scientific Council are present. A member of the Scientific Council shall be also considered to be present if they have the opportunity to participate in the meeting and decision-making by using appropriate equipment.

(3) The meetings of the Scientific Council of RIMU-Varna shall be chaired by the Director. The minutes of the meeting shall be made by the Administrative Secretary, and in his absence, by a member of the Scientific Council elected at the beginning of the meeting. After the meeting, the minutes shall be signed by the Director of RIMU and by the minute taker.

(4) The Scientific Council shall take its decisions by open voting by a majority of more than half of the members present, except for decisions to set up and close a scientific group, which must be taken by a majority of more than half of the members of the Council.

(5) Any extraordinary meetings of the Scientific Council shall be convened by the Director of RIMU-Varna, at the request of the Rector, the Science and Research Vice-Rector, the Director of the International Cooperation, Accreditation and Quality Directorate or at the request of at least three of the heads of scientific sectors of RIMU-Varna.

Art. 14. (1) There are six permanent scientific sectors functioning in the structure of RIMU-Varna: Nutrition and Quality of Life, Implant Medicine and Genetics, Neuroscience, Oncology and Rare Diseases, Public Health and Disease Management and Stem Cell Biology and Transplantology, which meet the main scientific priorities of MU-Varna.

(2) The heads of the scientific sectors are determined by an order of the Rector of MU-Varna based on a recommendation by the Director of RIMU-Varna.

Art. 15. (1) The scientific sectors initiate scientific, scientific and applied, consulting and other activities in accordance with their goals, functions and tasks.

(2) The heads of the scientific sectors report their work to the Scientific Council of RIMU-Varna once a year.

(3) The heads of the scientific sectors lead a scientific group within the respective sector.

Art. 16. (1) Scientific groups are created in each of the scientific sectors.

(2) Scientific groups are teams of researchers set up for a set period of time in order to implement specific research projects and are not units of the higher school within the meaning of Article 25 of the Higher Education Act.

(3) The scientific groups are set up with a justified resolution of the Scientific Council. The resolution states the need for setting up the relevant unit, the tasks to be performed and time limit for implementation; it determines the structure of the unit, the number and names of its members, and the team leader.

(4) The resolution under para. 2 shall be taken on the basis of a competition and selection of concepts for scientific research in the respective scientific sectors of the Institute according to a regulation adopted by the Scientific Council.

(5) No competition is held where a specific research project of the Medical University - Varna has to be implemented. The Scientific Council decides on the establishment of a scientific group for the project implementation, elects the head of the group, determines the structure and the members of the team on the recommendation of the head.

(6) The scientific groups can attract lecturers, researchers, PhD students, postdoctoral students, established specialists from one or more departments of MU-Varna, as well as from other organizations and universities.

(7) The scientific groups report their activities to the Scientific Council of RIMU-Varna by presenting a report at the end of every six months. The Scientific Council evaluates their work and decides on the continuation or termination of the group's activities and its closure.

Art. 17. The remuneration of the Director, the Deputy Directors, the members of the Scientific Council and the Administrative Secretary is determined by the Rector of MU-Varna.

Section III

ORGANIZATION OF THE ACTIVITY

Art. 18. (1) RIMU-Varna performs its activities as a main unit in favor of MU-Varna.

(2) The scientific developments created within the RIMU-Varna belong to MU-Varna, unless otherwise specified in the contracts for their development.

Art. 19. (1) RIMU-Varna performs its tasks on the basis of concluded contracts.

(2) The Director of RIMU-Varna organizes and controls the conclusion of contracts concerning RIMU-Varna.

(3) All contracts under para. 2 shall be concluded by the Rector of MU-Varna or by a person authorized by them.

Art. 20. (1) The head of the research group allocates the tasks among the team members and sets the deadlines for implementation.

(2) The head of the scientific group reports its activity to the head of the respective sector at least once every six months, and to the Scientific Council of RIMU-Varna once a year.

(3) The team leader is responsible for the quality implementation of the project within the set deadlines and the financial framework, for compliance with all regulations relevant to the project implementation, for compliance with copyright, for the use of licensed software and for the appropriateness of all costs associated with the project implementation and other specific tasks.

(4) Based on a proposal of the team leader or at their own discretion, the Director of RIMU-Varna may suggest any additional contracts to be entered into with companies, organizations or experts to provide specific activities or services related to the successful implementation of the project.

Art. 21. If the respective project provides funds for the remuneration of the team members, following a proposal of the Director of RIMU-Varna, contracts or additional agreements to the employment contracts shall be entered into with each member of the team for carrying out a specific activity, with specified time limits, method of reporting, amount and method of payment, default penalties.

Art. 22. RIMU-Varna, in cooperation with the units of MU-Varna responsible for such activities, shall manage all activities for the project implementation and shall monitor and create conditions for compliance with the agreed deadlines, for proper spending of funds.

Art. 23. The main results of the overall activity of RIMU-Varna shall be published on the website of MU-Varna and in the scientific bulletin.

Section IV

EQUIPMENT, FUNDING AND REPORTING

Art. 24. (1) The budget of RIMU-Varna shall be approved annually by the Academic Council.

(2) The revenue part of the budget shall include:

1. Funds from the University budget;
2. Proceeds from international and national programs for funding of scientific projects;
3. Remuneration for services rendered.
4. Donations and sponsorship.

5. Other sources allowed by law and the Internal Regulations of MU-Varna.

Art. 25. (1) The proceeds under Art. 24, para. 2 shall provide funds for remunerations and social security contributions, for consumables, materials and equipment, according to the budget of each project and for financing the activity of the Institute.

(2) The spending of funds under each contract entered into shall be monitored by the Director of RIMU for reasonableness of the expenses incurred, in accordance with the Internal Regulations of MU-Varna.

Art. 26. The positive difference between the revenues and expenses of RIMU-Varna, forming an available financial resource, shall be allocated on the basis of a resolution of the Academic Council, after a report by the Director to the Rector of MU-Varna.

Art. 27. Not later than 31 January, the Director of RIMU-Varna together with the Finance and Accounting department of MU-Varna shall prepare and present to the Rector of MU-Varna the annual financial report for the past year, as well as a budget for the unit for the current calendar year. The report for the previous year shall be presented not later than 31 January of the current year.

Final provisions

§ 1. These Regulations have been developed in accordance with the Higher Education Act, other applicable laws and regulations, the Internal regulations, rules and procedures of the Medical University – Varna.

§ 2. Any matters not provided for by these regulations shall be resolved on by the Rector or by the Director of RIMU–Varna, within their powers, in accordance with legislation in force, the regulations of the Medical University – Varna.

§ 3. Within six months of the entry into force of these Regulations, all the rules and regulations referred to therein shall be submitted for adoption or approval.

§ 4. Within three months of the entry into force of these Regulations, the Scientific Council shall adopt a regulation on holding a competition for the selection of research concepts and shall hold the competition.

§ 5. These Regulations were adopted by a resolution of the Academic Council according to Minutes No. 30 of 18.12.2017 and enter into force on the date of their adoption, repealing the Regulations on the Structure, Activities and Management of the Research Institute at the Medical University - Varna, adopted by a resolution of the Academic Council according to Minutes No 56 of 11.01.2016. These Regulations have been amended and supplemented by a resolution of the Academic Council in Minutes No. 48 of 11.06 .2019 and by a resolution of the Academic Council in Minutes No. 6 of 13.07.2020.

§ 6. Any amendments and supplements to these Regulations shall be made by a resolution of the Academic Council of MU-Varna.