

PROCEDURE

FOR RECOGNITION AND ACKNOWLEDGMENT OF FOREIGN PARTNERS, CONCLUSION OF BILATERAL AGREEMENTS ON ACADEMIC COOPERATION AND WORK WITH INTERNATIONAL PARTNERS

This procedure regulates only the recognition and acknowledgment of foreign partners and the conclusion of agreements for academic cooperation and does not regulate any contracts for joint training, educational franchise and other agreements regulated by the Higher Education Act or other regulations.

The procedure for recognition and acknowledgment of foreign partners and conclusion of bilateral agreements on academic cooperation goes through the following milestones:

I. Recognition of international partners

1. Initiating a proposal for recognition of an international partner

1.1. Proposal for recognition of an international partner can be made:

- ✓ At the initiative of the Medical University - Varna
- ✓ At the initiative of a foreign university and/or other institution
- ✓ On the recommendation of a partner, alumni or unit/employee/representative of MU - Varna
- ✓ For a need, as a result of cooperation, a project, a programme
- ✓ Based on information received from another source (media, publications, Internet surveys, etc.) that is of interest to MU-Varna and would help to achieve the strategic objectives and scientific priorities of the University

1.2. The originator's proposal should be written, reasoned and accompanied by proposals on the scope, areas of cooperation and specific activities to be enshrined in the academic cooperation contract and the related work program.

1.3. The proposal shall be submitted to the International Cooperation Department, together with contacts of the originator or a person designated by them, who will be responsible for implementing the cooperation.

2. Examining the partners

2.1. Following the initiation of the proposal to recognize an international partner, investigation shall be carried out on the veracity of the available information and

its compliance with the objectives set and the established scientific priorities of MU - Varna. The investigation shall be carried out based on:

- ✓ Information on Internet
 - ✓ Information provided by the partner – by letter, on their website, advertising materials, forums, in the media and in the public domain
 - ✓ Information provided by the originator of the cooperation
 - ✓ Information provided by a third party
 - ✓ Information provided by diplomatic and consular representations of the Republic of Bulgaria in the respective foreign country and/or of the relevant foreign country in the Republic of Bulgaria.
3. Criteria for recognition of international partners
- ✓ Availability of an identical structure
 - ✓ Existence of a desire for cooperation in the indicated specific area of interest for both parties
 - ✓ Availability of resources to achieve the objectives of the agreement
 - ✓ Availability of reliable information about the qualities of the possible partner, results of previous projects, positive opinion of other partners
4. Getting in contact with the potential international partner
- 4.1. In the event that the outcome of the investigation results in the recognition of a potential international partner, contact shall be established, and steps shall be taken to establish a mutual desire for cooperation.
- 4.2. The whole process takes place in full interaction and synchronization between the International Cooperation department and the originator of cooperation.

II. Negotiations between the parties

1. Where a mutual desire for cooperation is found to exist, negotiations shall be launched between the parties to determine the parameters of such cooperation in advance.
2. Each party shall designate a contact person(s) who shall be responsible for implementing the cooperation.
3. The negotiations shall be in writing (official letters, correspondence by email, minutes of working meetings)
4. The contact persons shall specify the areas of cooperation, the steps for its implementation, the working languages, as well as the specific parameters of the work program for the next academic year.

III. Preparation and coordination of an agreement for academic cooperation

1. The academic cooperation agreement shall be drafted in English as well as in the native languages of the parties. A copy in Bulgarian language must be prepared, even when the Bulgarian version would not be signed by both contracting parties.
2. A work program shall be prepared on an annual basis for each academic cooperation agreement, containing specific activities and initiatives for the respective academic year.
3. The academic cooperation agreement shall be reviewed by a legal adviser. If there are any corrections by the legal adviser, the amendments shall be agreed with the contact person of the foreign partner.
4. After drafting the final text of the academic cooperation agreement, it shall be agreed with the chief accountant of MU - Varna, regardless of whether it includes any financial obligations or not, and with the International Cooperation, Accreditation and Quality Vice-Rector.

IV. Validation of by the Academic Council of MU - Varna

Before entering into academic cooperation agreement, it should be approved by a decision of the Academic Council. The procedure shall be carried out in accordance with the internal regulations of MU - Varna.

V. Entering into an academic cooperation agreement

1. The academic cooperation agreement can be signed:
 - ✓ Simultaneously by both (or more) parties at a specially organized ceremony
 - ✓ Consecutively by both (or more) parties. All copies shall be signed, sealed and dated and sent by post or courier to the other contractual party (parties).
2. The academic cooperation agreement shall be signed by the Rector of MU - Varna or a person expressly authorized by them in writing.

VI. Storage

1. After having been signed by all parties, the contract shall be entered in the Register of Contracts of MU - Varna
2. The originals shall be stored in the archives of MU - Varna, and a copy of the agreement and the work program must be provided and stored in the International Cooperation department.
3. A copy of the agreement and the work program can be provided to other interested units, departments and/or structures of MU - Varna.

VII. Expiration, renewal and termination of an academic cooperation agreement

1. The International Cooperation department see to the expiration of the academic cooperation agreements available in the department.
2. Not later than 1 (one) month before the expiration of the agreement, the International Cooperation department shall notify the contractual contact person.
3. Based on an analysis of the cooperation, a decision shall be made whether to renew or terminate the agreement.
4. In case that the academic cooperation agreement is renewed, correspondence with the international partner and a procedure for entering into a new agreement shall be launched.

VIII. Work with international partners

1. The work with an international partner shall coordinated by a designated contact person from the unit that initiated the cooperation.
2. The contact person shall develop annual work programs, including specific areas and activities that the partners will implement during the academic year.
3. Where required, the International Cooperation department shall provide assistance and advice on the effective and quality implementation of the goals and objectives set.
4. Regardless of whether assistance and/or expert advice from the staff of the International Cooperation Department is needed or not, the department should receive information on the activities performed during business trips abroad, visits of foreign partners, guest-lecturers and official delegations, on organizing and conducting any conferences, seminars and other events with international participation.

These rules have been adopted by the Academic Council of MU - Varna (Minutes No. 3 of 18.04.2016).