



*European
Polytechnical
University*

23 Sv. Sv. Kiril and
Metodiy Str.
2300 Pernik, Bulgaria
Tel. 00359 898751012

President of EPU:

Prof. Giuseppe Saccone, Ph.D.

RULES

ON THE STRUCTURE AND OPERATION OF

THE PERSONAL DEVELOPMENT AND QUALIFICATION CENTRE

Pernik, 2015



TABLE OF CONTENTS

Chapter One. GENERAL PROVISIONS	3
Chapter Two. MANAGEMENT AND STRUCTURE	5
Chapter Three. STUDY PROCESS	8
Chapter Four. STAFF	11
Chapter Five. PROPERTY AND FUNDING	12
Chapter Six. FINAL PROVISIONS	14



Chapter One

GENERAL PROVISIONS

Article 1. These Rules on the structure and operation of the **PERSONAL DEVELOPMENT AND QUALIFICATION CENTRE** of the European Polytechnical University, hereinafter referred to as the “Centre” set out:

1. The status and the scope of operation of the Personal Development and Qualification Centre;
2. The managing bodies of the Centre;
3. The academic and administrative structure of the Centre;
4. The jobs, rights and obligations of the employees of the Centre;
5. The status, rights and obligations of the post-graduate students and the trainees in the Centre;
6. The general rules for carrying out the study process in the Centre.

Article 2. The personal development and qualification centre is a service unit of EPU within the meaning of article 25, paragraph 3 of the Higher Education Act and is established upon proposal of the Academic Council (protocol No 4/30.09.2015) by resolution of the Board of Trustees under article 9, paragraph 3, item 3 of the Rules on the structure and operation of the European Polytechnical University (protocol No 2/15.10.2015).

Article 3. (1) The main scope of operation of the personal development and qualification centre is related to article 67, paragraph 1 of the Rules on the structure and operation of the European Polytechnical University: offering education to students and individuals with secondary and higher



education willing to improve their qualification within the meaning of article 43 of HEA in compliance with the academic profile of the European Polytechnical University.

(2) The Centre carries out teaching, information, consultancy, expert and other activities allowed or not prohibited by the Higher Education Act and the Rules on the structure and operation of the European Polytechnical University.

(3) The study process in the Centre is carried out in different languages, depending on the group of trainees.

(4) The forms of study are full-time, part-time and online study.

(5) The study is organised in groups or under individual curriculum.

Article 4. (1) Through the management of the European Polytechnical University, the Centre may associate with other higher education establishments, scientific and business organisations for carrying out joint activities.

(2) The Centre has its own batch to EPU's bank account which is managed by the Director of the Centre and is supervised by the President of EPU.

(3) The Centre has its own seal and organisation and disposition documents.

(4) The existence of the Centre is not limited by term.



Chapter Two

MANAGEMENT AND STRUCTURE

Article 5. (1) The managing bodies of the Centre at the European Polytechnical University are the Director and the Board of Directors.

(2) The managing bodies of the Centre have five-year term of office coinciding with the term of office of the managing bodies of EPU.

(3) The structure, staff and the number of employees of the Centre are proposed by the Board of Directors and after being discussed by the Academic Council, are approved by the Rector.

Article 6. (1) The Director is appointed and dismissed by the Rector. The Director of the Centre is a pay-roll habilitated lecturer or PhD employed in EPU under main employment agreement.

(2) The Director of the Centre:

1. Represents the Centre and manages its overall affairs.
2. Submits to the Board of Directors proposals for advisors of the qualification courses and other study formats.
3. Makes proposals for the amount of the tuition fees for different courses and other forms of study.
4. Maintains contacts with social partners, employers, nongovernmental and business organisations, applicants for study and other stakeholders and companies.
5. Proposes to the President draft contracts with legal entities and natural persons in relation to forthcoming studies and joint activities.
6. Resolved on all ongoing issues in compliance with the Higher Education Act and the Rules on the structure and operation of EPU.



7. On annual basis reports to the Academic Council on their work, the work of the Board of Directors and of the Centre.

(3) The Director is a member of the Academic Council with consultative vote on issues relevant to the work of the Centre.

Article 7. (1) The Board of Directors is a collective managing body of the Centre.

(2) The Board of Directors comprises at least six members – the line vice-rector, the director of the Centre, representatives of different study, scientific and applied trends in the work of the Centre, who are approved by the Rector upon Director's proposal.

(3) The Director of the Centre is the chairman of the Board of Directors.

(4) The Board of Directors is convened by the Director of the Centre or by at least 50% of its members.

(5) The meetings of the Board of Directors are valid if attended by at least two thirds of its members. The resolutions are adopted by open ballot and simple majority of attending members.

Article 8. (1) The Board of Directors develops and implements the education strategy of the Centre harmonised with the Strategy of EPU.

(2) The Board of Directors:

1. Makes and adopts a list of themes and courses to be organised during the respective academic year and the other forms of study and elects their advisors.

2. Adopts the curricula for the respective qualification courses in compliance with article 10, paragraph 2 and paragraph 3.

3. Sees to the fulfilment of the state education requirements for obtaining different professional qualifications.



4. Proposes to the Board of Trustees to approve the amount of the tuition fees for the short- and long-term courses, as well as the procedure for collection of such tuition fees in compliance with EPU's legal regulations.

5. Discusses and makes proposals for improvement of the quality of education and facilities of the Centre.

6. Adopts organisation and disposition documents of the Centre.

7. Resolves on other issues relevant to the work of the Centre falling within its jurisdiction and powers.

8. Adopts the report of the Centre.

(3) Minutes are kept for the meetings of the Board of Directors that should be signed by the Director and the minutes-keeper.

Article 9. (1) Qualification courses are managed by advisors.

(2) Advisors:

1. Manage the working group for preparation of curricula under article 10, paragraph 2 and paragraph 3 and propose them for approval by the Board of Directors.

2. Ensure lecturers for the disciplines in the curriculum.

3. Make the syllabus of classes and control its observance.

Chapter Three

STUDY PROCESS

Article 10. (1) The study in the Centre is carried out under approved curricula.

(2) The preparation of curricula and academic standards for different trends and qualifications for long-term forms of study is assigned by the Director of the Centre to working groups of specialists in the respective field, which are managed by the advisors.

(3) Advisors are adopted by the Board of Directors and are approved by the University's Academic Council.

(4) Curricula and standards for short-term forms of study are approved by the Centre's Board of Directors upon proposal of the advisors.

(5) The Board of Directors has the right to make changes in the curricula, however not exceeding 10%.

(6) Successful graduates are issued a document in compliance with the provisions of article 1, paragraph 1 of the Ordinance on the state requirements to the content of main documents issued by the higher education establishments:

1. for courses of study of up to 300 hours in case of long-term course with specific qualification finalised with state examination – “Certificate of Qualification”;

2. for courses of study of up to 100 hours – course for supplementary education or education for qualification improvement – “Certificate for Qualification Improvement”;

3. For short-term courses of study of up to 20 hours a “Certificate for successfully completed education” is issued.

Article 11. (1) Individuals with higher education, students in EPU and other higher education establishments and individuals with secondary education may apply to study in the Centre. The



procedure and documents for subscription in short-term and long-term course of study are set out in an Ordinance approved by the Board of Directors.

(2) The study in the Centre is carried out in return of payment of tuition fee approved by the Board of Trustees.

(3) The tuition fee should be paid before the beginning of the course of study. Paid tuition fees may be reimbursed only in case of impossibility to carry out the study.

(4) The trainees in the Centre obtain post-graduate student status under article 66, paragraph 4 of the Higher Education Act.

(5) The trainees in the Centre are obliged to protect the property of EPU and not to carry out political or religious activities therein.

Article 12. Education and qualification activities may be carried out outside the building of EPU upon request of stakeholders and companies.

Article 13. The academic documents related to the education and qualification activities are kept by the Centre in compliance with these Rules and the organisation and disposition documents.

Article 14. (1) Rights and obligations of the trainees:

1) to study in one or more of offered study forms and in discipline chosen by them individually;

2) to attend the classes and to take the examinations planned for different disciplines;

3) to use the facilities maintained by the Centre;

4) to express their opinion in relation to the quality of the study process according to the procedure approved by the Academic Council;



5) to observe the code of conduct and internal order in the University;

6) to show respect to lecturers, administrative management, workers and employees of the auxiliary staff and the other trainees;

7) to contribute to the protection of the image and to the improvement of the prestige and scientific authority of the University with their training and civil conduct;

8) the study in the Centre does not confer student rights and is not grounds for obtaining scholarships, use of hostels, discounts from the prices of the public transport or other statutory rights to which individuals with student status are entitled to.



Chapter Four

STAFF

Article 15. (1) Two pay-roll employees are employed for the purposes of carrying out the Centre activities: inspector on study issues and head of education technical means department. They are employed under employment agreements with the University.

(2) The Centre does not have pay-roll teaching staff. As a priority, University pay-roll lecturers are engaged to teach in the Centre.

(3) Lecturers from academic partner institutions, leading specialists from the Bulgarian Academy of Science, from the practice, business and other Bulgarian and foreign universities may be lecturers in the Centre.

Article 16. (1) The teaching staff in the Centre depends on the planned education and qualification activities for each academic year.

(2) Lecturers have the status of part-time lecturers or consultants and enter into agreements under the terms and conditions set out by the University.



Chapter Five

PROPERTY AND FUNDING

Article 17. (1) The Centre has the right to use and acquire property.

(2) The University provides the Centre for management with its own property or any parts thereof, without being assigned as Centre's title.

(3) The Centre has the right to acquire property donated or granted for use by local governmental authorities, foundations, companies, Bulgarian or foreign natural persons and legal entities.

(4) The Centre may purchase property with its own funds as set out in the charts of accounts of education and qualification courses.

(5) Any acquired property is ownership of EPU and is recorded in accordance with the respective procedure.

Article 18. The sources of funding of the Centre are:

- 1) Amounts paid for provided education and other services;
- 2) Funds from donors and sponsors;
- 3) Tuition fees.

Article 19. (1) The tuition in the Centre are defined by the Board of Trustees.

(2) The tuition fees depend on the form, duration and language of the study.

(3) The tuition fees for citizens of third countries are double higher than those for trainees from the European Union member states.



Article 20. (1) The funds of the Centre are spent according to the legal regulations adopted by the University.

(2) The Department of Finance and Accounting of the University provides the financial and accounting services to the Centre.

Article 21. (1) The Centre prepares its list of staff and job descriptions for its employees, depending on the actual needs and the financial capacity.

(2) The list of staff and the job descriptions are subject to approval by the Rector according to the established procedure.

(3) The amount of individual salaries in the Centre is comparable to the salaries of similar jobs in EPU and is fixed by the President.

(4) Individuals holding managing offices in the Centre are entitled to additional remuneration fixed by the President.



Chapter Six

FINAL PROVISIONS

§ 1. (1) These Rules are adopted by resolution of the Board of Trustees of the European Polytechnical University at a meeting held on 22.10.2015 and enter into force on 22.10.2015.

(2) The Rules are adopted on the grounds of article 21, paragraph 1, item 2 and article 36 of the Higher Education Act entitling private higher education establishments to have a structure, management and managing bodies other than those in the state higher education establishments, without violating the academic freedoms.

§ 2. (1) The Centre has a stamp with blue ink that can be used by the Director and the President or official authorised thereby and is fixed at the bottom of all documents that need to be stamped.

(2) A specimen of the seal is imprinted in a special journal also containing instructions for the storage and stamping of the seal and the officials authorised to this effect.

§ 3. Any issues that are not stipulated herein are governed by the provisions of the applicable Bulgarian legislation.