

Regulations

on the organization of reception of foreign delegations, groups and individual foreign specialists in the Federal State Budgetary Educational Institution of Higher Education "DAGESTAN STATE MEDICAL UNIVERSITY" of the Ministry of Health of the Russian Federation

1. General regulations

1.1. This regulation introduces the procedure of work of employees of the Federal state budget educational institution of higher education of Dagestan State Medical University, Ministry of health of the Russian Federation (hereinafter-the University) with foreign organizations, their representatives and foreign experts (hereinafter-foreign citizen), with the aim of creating conditions for maximum efficiency of the international scientific, educational and economic relations, creating the conditions to promote a positive image of the University.

1.2. University employees are involved in working with foreign organizations, their representatives and foreign citizens on the basis of the decision of the rector or the first Vice-rector for interregional and international activities of the University in the form of resolutions on the official notes of the heads of services, departments, clinics, laboratories and other structural divisions of the University.

2. The order of invitations for foreign citizens

2.1. The basis for issuing invitations to a foreign citizen, to obtain a visa is a positive decision of the Rector or the first Vice-rector for interregional and international activities of the University on the official note of the initiator about the reception, indicating the purpose of the visit, the dates and the justification for the need for the visit.

2.2. Registration of an invitation to a foreign citizen to visit the Russian Federation is carried out by employees of the international department in accordance with the current procedure for registration and issuing documents for entry into the Russian Federation and departure of foreign citizens and stateless persons from the Russian Federation.

In order to issue an invitation by officials initiating the admission of a foreign citizen to the University, the international department no later than one and a half months before the planned visit provides the necessary information for each invited foreign citizen in accordance with the requirements of the migration law of the Russian Federation.

If a foreign citizen is invited to the University as a teacher or researcher, the above data is accompanied by information describing the scientific or pedagogical professional activity of the invited foreign citizen.

2.3. Each official invitation is assigned a sequential number according to the annually renewed uniform numbering in the registration log, which is maintained in the international department.

2.4. The term of stay of a foreign citizen at the University is determined by business expediency and is stipulated by the initiator of the admission in a memo addressed to the rector of the university. The extension of the period of stay of a foreign citizen in the Russian Federation who entered on a single-entry visa is limited to 1 year. The period of stay of a foreign citizen under the contract is determined by the terms of the contract.

2.5. The International Department keeps a record of invitations for obtaining entry visas for foreign citizens and keeps copies of them during the calendar year.

Reception of foreign delegations and specialists

3.1. Admission of foreign delegations, groups and individual foreign specialists to the University is carried out within the framework of:

3.2. Each reception of foreign delegations and individual specialists at the University is issued by the order of the Rector.

3.3. The initiator of the invitation is the head of the international Department to consider the possibility of a visit by specifying its objectives, the program of the working visit of foreign delegations, a specialist with the indication responsible for the relevant activities of the Department staff which is headed by the initiator of the invitation.

3.4. The International department ensures the organization of the reception, following preliminary negotiations with a foreign delegation or a specialist (initiator), determines the conditions of stay (accommodation, accommodation, transport services, cultural program, fee), the language of communication, the need for translation and its type (synchronous or sequential).

3.5. Based on the purpose of the visit and the level of the delegation or specialist, the international department draws up a program of staying, including the working part of the visit and the cultural program, as well as other reception conditions.

3.6. For each item of the admission program, a responsible person is appointed from the international department or structural unit of the University that initiates the admission, as well as employees of other departments of the Academy at the direction of the rector.

3.7. The International Department prepares and coordinates with the First Department the draft Order of the Rector for the admission of foreign specialists, the program of their stay, and the corresponding cost estimate with the Vice-Rector for Economic Affairs.

3.8. Meetings and send-offs of foreign delegations, groups and individual specialists are held in accordance with the official level of foreign representatives.

4. Business meetings with foreign citizens

4.1. Business meetings of the University staff with foreign citizens are held with the permission or at the direction of the rector or the first Vice-rector for Interregional and International Activities on the basis of the relevant order.

Personal and quantitative composition of the negotiating parties is determined from the number of employees with a business attitude to the issues discussed, discussing in the opinion of management, the necessary qualities and approved by the officer authorizing the holding of the meeting, negotiations.

Meetings are held in the composition of at least two people with the mandatory presence of an employee of the international department who keeps the minutes of the meeting and prepares, if necessary, information about the results of the meeting of employees with foreigners in the departments of University. Negotiations, business meetings, conversations with foreign citizens are held in specially designated and appropriately equipped premises for these purposes, which are inspected by the staff of the First Department before the reception of foreign citizens and at the end of the meeting.

4.2. The route of movement of foreign citizens on the territory, as well as in the premises of the University in each specific case is provided for by the program of their stay.

4.3. Foreign citizens visit the University departments accompanied by a representative of the international department or the person responsible for meeting and accompanying foreign citizens by order of the rector presented to the representative of the security service at the entrance of the University building.

5. Accounting, reporting, the order of registration of conversations, meetings, negotiations.

5.1. According to the results of meetings and negotiations with foreign citizens, the University staff responsible for the reception, in accordance with the order of the rector, within 3 working days after the end of the visit, prepare and submit to the international department written reports detailing the results of the meeting. The reports are stored in the international department.

5.2. The originals of the documents regulating international cooperation are stored in the international department and transferred to the archive within the terms stipulated by the current procedure.