UNIVERSITY
OF OSLO

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**Our ref.:** 2010/9391 MBERGSET

Approved by Decision No. V-SAK *5/5*-**2010** of *the Senate of the University of Oslo September 14, 2010.*

# REGULATIONS

# OF THE

# MOSCOW REPRESENTATIVE OFFICE

# OF

# THE UNIVERSITY OF OSLO

## 1. General provisions

1. The Moscow Representative Office of the University of Oslo (hereinafter referred to as the "REPRESENTATIVE OFFICE") shall have the status of a subdivision of the University of Oslo (hereinafter referred to as the "UNIVERSITY").

2. The REPRESENTATIVE OFFICE was established by Decision of the UNIVERSITY (Decision of October 9, 1996) according to Article 55 of the Civil Code of the Russian Federation.

3. The REPRESENTATIVE OFFICE is located at Russia, 117334, Moscow, Vavilova str., 34/5. The office of the Head of the REPRESENTATIVE OFFICE is located at Russia, 117334, Moscow, Vavilova str., 34/5 on the basis of a lease agreement.
The postal address of the REPRESENTATIVE OFFICE is Russia, 117334, Moscow, Vavilova str., 34/5. The documents of the REPRESENTATIVE OFFICE are archived at Russia, 117334, Moscow, Vavilova str., 34/5.

4. The activities, rights and obligations of the REPRESENTATIVE OFFICE shall be in accordance with these Regulations, the Charter of the UNIVERSITY, decisions of the

competent executives and bodies of the UNIVERSITY and applicable Russian legislation.

5. The relations between the REPRESENTATIVE OFFICE and the UNIVERSITY shall be governed by these Regulations and decisions of competent bodies of the UNIVERSITY.

6. The REPRESENTATIVE OFFICE is established for an indefinite period.

## 2. Status of the REPRESENTATIVE OFFICE

1. The REPRESENTATIVE OFFICE shall not be a legal entity and shall act in the name and on the account of the UNIVERSITY.

2. The REPRESENTATIVE OFFICE shall only maintain its own internal balance sheet to the extent required by the legislation of the Russian Federation. The REPRESENTATIVE OFFICE may keep its own rouble and foreign currency accounts with Russian and foreign banks.

3. The Head of the REPRESENTATIVE OFFICE shall act in accordance with the provisions of these Regulations and a power of attorney issued by the UNIVERSITY.

4. The REPRESENTATIVE OFFICE shall have its own seal and its own letterhead with reference to its status as a Representative Office of the UNIVERSITY.

## 3. The objectives of the REPRESENTATIVE OFFICE

1. The sole purpose of the REPRESENTATIVE OFFICE is to carry out preparatory and auxiliary work for the UNIVERSITY. The REPRESENTATIVE OFFICE does not carry out commercial activity of its own.

2. For the purpose of its activities as set forth in the preceding point, the REPRESENTATIVE OFFICE may:

   2.1 employ and dismiss Russian and foreign employees;
   2.2 lease office space;
   2.3 purchase and import equipment and supplies for its functions;
   2.4 conclude agreements for establishment of communications and other necessary services;
   2.5 take any steps which may be deemed necessary for the work of the REPRESENTATIVE OFFICE, in conformity with the subject matter of the REPRESENTATIVE OFFICE and applicable legislation.

## 4. Bodies of the REPRESENTATIVE OFFICE

1. The Head of the REPRESENTATIVE OFFICE shall manage the REPRESENTATIVE OFFICE.

2. The Head of the REPRESENTATIVE OFFICE shall be appointed and dismissed by the Dean of the Faculty of Medicine, to whom the Head of the REPRESENTATIVE OFFICE shall directly report.

3. The Head of the REPRESENTATIVE OFFICE has the following responsibilities:

   3.1 establishment and control of the activities of the REPRESENTATIVE OFFICE;
   3.2 representation of the REPRESENTATIVE Office;
   3.3 employment and dismissal of local employees of the REPRESENTATIVE OFFICE;
   3.4 appointment of a Deputy Head of the REPRESENTATIVE OFFICE, an accountant and cashier for the REPRESENTATIVE OFFICE and
   3.5 submission of tax declarations and other required documentation to official organizations.

## 5. Closure of the REPRESENTATIVE OFFICE

The REPRESENTATIVE OFFICE may be closed by decision of the Senate of the UNIVERSITY or if otherwise required under law. The procedure for closing the REPRESENTATIVE OFFICE shall follow applicable legislation.

Yours sincerely

Gunn-Elin Aa. Bjørneboe
University Director