

**RULES**  
**ON THE CONDITIONS AND PROCEDURE FOR**  
**ACQUIRING SCIENCE DEGREES AND HOLDING**  
**ACADEMIC POSITIONS**  
**IN SOFIA UNIVERSITY “ST. KLIMENT OHRIDSKI”**

**Chapter One**  
**GENERAL PROVISIONS**

**Art. 1.** These Rules regulate the conditions and procedure for acquiring science degrees and holding academic positions in Sofia University “St. Kliment Ohridski”.

**Art. 2.** (1) The academic staff includes the persons who hold academic positions in SU “St. Kliment Ohridski”, as well as other persons according to the Higher Education Act.

(2) The science degrees are:

1. “Doctor” (educational and science);
2. “Doctor of Sciences”.

(3) The academic positions are:

1. “Assistant Professor”;
2. “Chief Assistant Professor”;
3. “Associate Professor”;
4. “Professor”.

**Art. 3.** (1) The procedures for the admission of full-time and part-time doctoral students, as well as for holding academic positions in the professional fields and specialties accredited by the National Evaluation and Accreditation Agency (NEAA) shall be opened by a decision of the Academic Council of SU “St. Kliment Ohridski” for conducting a competition on the proposal of the primary unit and the faculty council. The competition is announced in the State Gazette and on the website of SU “St. Kliment Ohridski”, as well as on the European portal of scientists. The information about the competition is also sent to the National Centre for Information and Documentation for publication no later than 7 days after the decision to announce the competition by the respective academic or scientific council.

(2) The term for submission of documents shall be not less than two months after the announcement in the State Gazette.

(3) The documents of the candidates for acquiring science degrees and holding academic positions may also be submitted electronically in accordance with the requirements of the Instruction for electronic acceptance of documents under § 10.1 of the Transitional and Final Provisions.

**Art. 4.** (1) The candidates for acquiring a science degree and for holding the academic positions “Chief Assistant Professor”, “Associate Professor” and “Professor” must meet minimum national requirements to their scientific, teaching and/or artistic-creative or sports

activity, defined in the DASRBA and in the Regulations for its implementation (RIDASRBA) for the respective scientific area and/or professional field and for the respective science degree or academic position, hereinafter referred to as “the minimum national requirements”.

(2) A candidate who has received not less than the minimum number of points for the respective scientific area or professional field and for the respective science degree and academic position on the basis of his/her individual results is considered to meet the minimum national requirements.

(3) The evaluation of dissertation papers and candidates for holding the academic positions “Chief Assistant Professor”, “Associate Professor” and “Professor” shall be performed only for persons, who meet the respective minimum national requirements.

**Art. 5.** (1) On the proposal of the faculty (scientific) councils the Academic Council of SU “St. Kliment Ohridski” may determine, by an amendment to these Rules, additional requirements to the candidates for acquiring science degrees and holding academic positions for the procedures conducted by the councils in the respective scientific areas and/or professional fields.

(2) The additional requirements include creation of an additional group/groups and/or increase of the minimum required points by groups of indicators.

(3) In the cases when procedures for acquiring a science degree or for holding an academic position in one professional field are carried out in more than one faculty, the proposal for additional requirements shall be submitted to the Academic Council after preliminary coordination between the interested faculties.

**Art. 6.** (1) The assessment for compliance with the minimum national requirements and the additional requirements of SU “St. Kliment Ohridski”, as well as the evaluation of a dissertation and the candidates for academic positions “Chief Assistant Professor”, “Associate Professor” and “Professor”, including the results, scientific contribution and originality of the presented works, is performed by a scientific panel. For each specific procedure, its composition is proposed by the primary unit and is approved by open vote and a simple majority of the list of habilitated members of the faculty (scientific) council and members with educational and science degree “Doctor” and/or science degree “Doctor of Sciences”. The faculty (scientific) council approves the composition of the scientific panel at its first meeting after the publication of the competition announcement in the State Gazette.

(2) The Rector of SU “St. Kliment Ohridski” determines by order the composition of the scientific panel on the basis of the proposal approved under Para. 1 no later than 14 days from its receipt. Candidates can get acquainted with the order in the Dean’s Office of the main unit from the day following the date of issuance of the order.

(3) For members of a scientific panel shall be selected persons who are habilitated in Bulgarian higher schools or scientific organizations, with results in the respective specialty and/or professional field for the announced competition or topic of dissertation, and in case of impossibility - in the respective scientific area, and who are included in the public register of the National Centre for Information and Documentation under Art. 2a of DASRBA, and/or scientists from foreign higher schools or scientific organizations with results in the respective specialty and/or professional field and/or scientific area. In case of interdisciplinarity of the announced competition or topic of dissertation, at least one member of the panel must be from another scientific area to which the announced competition or topic of the dissertation is relevant. The panel consists of two separate groups - external and internal to SU “St. Kliment Ohridski” members. One reserve member from each group is appointed for each panel.

(3a) The chairperson and the members of the scientific panel may not reconcile other positions in the procedure.

(4) The members of the scientific panel must meet the respective minimum national requirements for the respective scientific area and/or professional field and for the respective academic position.

(5) For members of the scientific panel under Para. 1 may not be selected persons:

1. who are in a conflict of interests within the meaning of § 1, item 2a of the additional provisions of DASRBA with a candidate for acquiring a science degree or for holding an academic position or for whom there are restrictions under Art. 33 of DASRBA;

2. who are related persons within the meaning of § 1, item 5 of the additional provisions of DASRBA with a candidate for acquiring a science degree or for holding an academic position;

3. for whom plagiarism in the scientific papers has been proved under statutory procedure;

4. who are dismissed from any academic position on the grounds of Art. 35, Para. 1, item 2 of DASRBA;

5. who have been members of the scientific panel under the previous two consecutive procedures for defence of a dissertation and or for holding an academic position in the same professional field at SU “St. Kliment Ohridski”, in the cases when there are enough habilitated persons in that professional field.

(6) The members of a scientific panel for awarding a science degree must not be co-authors with the dissertator in publications included in the dissertation.

(7) The circumstances under Para. 5, items 1 - 4 and under Para. 6 shall be established by a declaration of each member of the scientific panel.

(8) The primary unit shall check the fulfillment of the requirements under Art. 4 Para. 6 of DASRBA for each of the members of the scientific panel proposed by it before submitting the proposal to the FC. Within 3 days after the submission of the documents and the papers of the candidates by the secretary of the scientific panel each member of the scientific panel shall sign a declaration according to a template under Art. 4, Para. 6 of DASRBA. The declaration can be signed with an electronic signature or sent as a scanned document. The original declaration must be submitted no later than the final meeting of the scientific panel.

(9) If a member of the scientific panel does not sign a declaration within the term under Para. 8, he/she shall be replaced by the reserve member of the respective quota.

(10) For establishing the circumstances under Para. 5, item 5 SU “St. Kliment Ohridski” maintains a register of the members of scientific panels on completed and open procedures for acquiring science degrees and holding academic positions in professional fields, which includes at least:

(a) name of the competition;

(b) number and date of the State Gazette in which the announcement for the competition is published;

(c) primary unit (department) and faculty, which carries out the procedure;

(c) the full name of each member of the scientific panel;

(d) academic position and science degree of each member of the scientific panel;

- (e) place of work of each member of the scientific panel;
- f) form of participation in the scientific panel (regular or reserve member);
- (g) proposal from the faculty council (number and date of the protocol);
- (h) report with a proposal for a scientific panel from the primary unit (incoming number and date);
- (i) the order by the Rector for the appointment of a scientific panel (number and date).

(11) The primary unit shall check in the register the fulfillment of the requirements under Para. 5, item 5 before preparing a proposal for a scientific panel. The vice-dean for research carries out an inspection in the register of SU “St. Kliment Ohridski” for compliance with the requirements under Para. 5, item 5. If the inspection shows that the proposed composition of the scientific panel does not meet the requirements, the proposal is returned to the primary unit for preparation of a new proposal. Following the decision of the faculty council, the vice-dean for research enters the data for the members of the scientific panel. After the issuance of the Rector’s order, the number and date of the order are entered by the Human Resources Department for the procedures for academic positions and by the Doctoral Students Department for the procedures for acquiring the educational and science degree “Doctor” and/or science degree “Doctor of Sciences”.

(12) At the request to the faculty (scientific) council of a candidate for acquiring a science degree or for holding an academic position, one member of the panel shall be replaced by another from the respective quota following the procedure for determining the composition of the scientific panel. The request may be made with a written application only once not later than 7 days from the issuance of the order by the Rector under Art. 6, Para. 2. The faculty (scientific) council shall rule on the request not later than 14 days after the expiration of the term for submission of a request for replacement of a member of the panel by a majority under Para. 1. Within 7 days of the proposal, the Rector of SU “St. Kliment Ohridski” issues a new order for the composition of the scientific panel.

(13) Within 3 working days from the issuance of the order by the Rector for appointment of a scientific panel for the procedures for acquiring a science degree, resp. from the expiration of the term for submission of documents on competitions for holding an academic position, the secretary of the scientific panel shall provide to the members of the panel the documents and the papers of the candidates.

(14) For the first meeting the members of the scientific panel shall receive a written notification from the head of the primary unit. At its first meeting, the scientific panel shall:

1. elect one of its members as chairperson;
2. take a decision for admission of the candidates to evaluation in accordance with the minimum national requirements under Art. 4;
3. appoint from its composition reviewers for the admitted candidates.

(15) The decisions of the panel shall be adopted by open vote and simple majority and shall be recorded in minutes. The minutes shall contain as an integral part the reasons for the decision taken, including:

1. the results of the candidate, his/her scientific contribution, originality of the presented papers and reliability of the presented scientific data;
2. the answers of the candidate to the notes, indicated in the reviews and opinions, as well as to the questions addressed to him/her;

3. the acceptance or non-acceptance of the opinion of the candidate in the cases of establishment of plagiarism by a member of the scientific panel or receipt of a written alert for plagiarism under Art. 4 Para. 11 of DASRBA.

(16) Sessions of the panel in reduced composition may not be held. The refusal of a member of the panel to participate in a meeting not for a good reason or the refusal to sign the minutes shall be established by the signatures of the members of the panel present and shall not be grounds for suspension of the procedure.

(17) In the cases under Para. 16 a new meeting of the scientific panel shall be scheduled within 7 days, and the respective reserve member shall sit in the place of the member of the panel who refused to attend.

(18) The decisions of the panel may also be taken in absentia. In these cases, the chairperson of the panel shall establish a telephone or internet connection with the absent members so that each member of the panel has the opportunity to know the opinion of the other members. The absent members of the panel sign the minutes within 7 days. In exceptional and justified cases, the signature may be submitted electronically as a scanned document.

(19) When, on the basis of provided information for lack of plagiarism and/or in the assessment under Para. 1, a member of the scientific panel establishes or receives a written alert for plagiarism, which is not anonymous and is motivated, the scientific panel must take a decision on the presence or absence of plagiarism in the dissertation. The secretary of the scientific panel notifies the candidate by e-mail to the address provided in the application documents within 1 working day from the establishment of plagiarism by a member of the scientific panel or the receipt of the written alert. Within 3 working days the candidate may present his/her opinion through the secretary of the scientific panel.

(20) In case of received alert for plagiarism in started procedure for evaluation under Para. 1, it cannot be terminated due to the withdrawal of the candidate's documents.

(21) In case of a decision for plagiarism under Para. 19 the chairperson of the scientific panel notifies the Rector of SU "St. Kliment Ohridski" with a report.

(22) In case of non-observance of the term for the preparation of the reviews the scientific panel has the right to choose a new reviewer from its composition, and the first one shall not be paid a remuneration for the preparation of a review.

(23) The reviews and opinions, the summaries of the reviewed publications and the dissertations' abstracts are published to public access on the website of SU "St. Kliment Ohridski" in Bulgarian and in one of the languages traditionally used in the respective scientific area by the system administrators of the respective faculties. Public access to the materials is maintained for at least 5 years after the completion of the procedure.

**Art. 7.** (1) For the administrative servicing of the scientific panels the Faculty council elects a scientific secretary, who is approved by the order of the Rector for the appointment of scientific panel.

(2) The members of the scientific panel and the secretary shall be paid remuneration according to tariffs, determined by the Academic Council.

(3) The members of the scientific panel, who are from an organization from another city or from foreign higher schools or scientific organizations, shall be paid also travel, daily and accommodation costs according to the Ordinance for the business trips in the country.

**Art. 8.** (1) SU "St. Kliment Ohridski" sends to the National Centre for Information and Documentation one copy of the defended dissertations and their abstracts on paper and

electronic media, information about the issued diplomas for the acquired educational and science degree “Doctor” and the science degree “Doctor of Sciences”, as well as for the persons selected to academic positions within 14 days from the date of issuance of the diploma, respectively from the date of selection.

(2) An application for entry of the acquired educational and science degree “Doctor” and/or science degree “Doctor of Sciences” and defended dissertation shall be submitted by authorized persons from the sector “Doctoral students” of SU “St. Kliment Ohridski” within 14 days from the issuance of the respective diploma. The following shall be attached to the application under Para. 1:

(a) a copy of the diploma for the acquired educational and science degree “Doctor” or the science degree “Doctor of Sciences” (on paper and electronic media);

(b) the dissertation and its abstract (on paper and electronic media, in machine-readable format);

(c) a declaration by the person who acquired the science degree on the accuracy of the circumstances requested for registration, which are not certified by an official document;

(3) An application for holding an academic position shall be submitted by authorized persons from the Human Resources Department of SU “St. Kliment Ohridski” within 14 days from the date of the act for the establishment of the legal relationship. The following shall be attached to the application:

(a) a copy of the act establishing the legal relationship with the person holding an academic position;

(b) a declaration by the person of the accuracy of the circumstances requested for registration which are not certified by an official document;

(c) other documents.

(4) The application under Para. 3 shall be submitted by authorized persons from the Human Resources Department of SU “St. Kliment Ohridski”, and in the cases of dismissal of a person from an academic position - within 14 days from the dismissal, where, except the documents under Para. 3, letters “b” and “c”, the act for dismissal shall be also attached.

(5) An application for a recognized acquired science degree abroad shall be submitted by authorized persons from the “Doctoral students” sector of SU “St. Kliment Ohridski” within 14 days of the decision of the Academic Council for the recognition. The following shall be attached to the application:

(a) a copy of the diploma for acquired educational and science degree “Doctor” or science degree “Doctor of Sciences”;

(b) the dissertation in the original language in which it is defended and an abstract in the original language (on paper and electronic media), in case the awarding of the degree requires such;

(c) certificate for recognition of the science degree from SU “St. Kliment Ohridski” ;

(d) a declaration by the person, who has acquired a science degree abroad, for the accuracy of the circumstances applied for registration, which are not certified by an official document;

(e) other documents.

(6) The applications under Paras. 2-5 are submitted electronically, signed with an

electronic signature. The annexes to them are submitted as scanned copies of the required documents. The defended dissertations are also submitted on paper - on site at NCID or through a licensed postal operator.

(7) After the expiration of the terms under Paras. 2-5, if the circumstances have not been declared for registration by SU "St. Kliment Ohridski", the interested person who has obtained a science degree, has held an academic position, has been released from an academic position or has been recognized a science degree obtained abroad also has the right to submit an application.

(8) Within the term under Para. 1 SU "St. Kliment Ohridski" provides the National Library "Cyril and Methodius" with one copy of the habilitation papers and defended dissertations.

(9) An electronic copy of the habilitation papers and dissertations and the abstracts shall be stored in the archives of SU "Kliment Ohridski".

**Art. 9.** (1) SU "Kliment Ohridski" shall provide to the National Centre for Information and Documentation data for the circumstances under Art. 2a, Para. 5 of DASRBA for the persons, entered in the register under Art. 2a of DASRBA, in accordance with the requirements of Art. 5 of Ordinance No 3 on the terms and conditions for keeping the register of persons who have acquired the educational and science degree "Doctor" and/or the science degree "Doctor of Sciences", of the defended dissertations and of the habilitated persons in the Republic of Bulgaria.

(2) The data for the respective profiles shall be updated annually by January 31 by authorized persons for the respective units of SU "Kliment Ohridski", determined by an order of the Rector.

(3) If necessary, the information for the profile may be updated also upon a written motivated request of the interested person.

(4) For the maintenance of the electronic profiles the authorized persons shall use data from the electronic systems of SU for scientific activity and the world scientific databases. In the absence of information in the electronic systems, such shall be required by an order of the dean.

(5) Within a term determined by an order of the Rector, the persons for whom information is maintained in the NCID register shall declare the accuracy of the data for them.

(6) Other requirements in connection with the maintenance of electronic profiles under Para. 1 shall be determined by an order of the Rector.

## **Chapter Two**

### **ACQUISITION OF THE EDUCATIONAL AND SCIENCE DEGREE “DOCTOR” AND THE SCIENCE DEGREE “DOCTOR OF SCIENCES”**

#### ***1.1 Section I***

##### ***General provisions***

**Art. 10.** (1) The educational and science degree “Doctor” and the science degree “Doctor of Sciences” shall be acquired in professional fields and specialties from the regulated professions that have received accreditation for training in educational and science degree “Doctor” from the National Evaluation and Accreditation Agency, under the conditions and procedure of the Higher Education Act.

(2) The educational and science degree “Doctor” and the science degree “Doctor of Sciences” shall be indefinite and shall be valid on the territory of the whole country.

**Art. 11.** (1) Science degrees acquired abroad shall be recognized by SU “St. Kliment Ohridski” under conditions and procedure determined by the Rules of SU “St. Kliment Ohridski” for recognition of acquired higher education and completed periods of study in foreign higher schools, as well as recognition of ESD “Doctor” and the science degree “Doctor of Sciences”, acquired in other higher schools and scientific organizations.

(2) The recognition procedure under Para. 1 is organized by SU “St. Kliment Ohridski” in the cases when it is necessary for providing access to training for enhancing the qualification, for concluding contracts with postdoctoral students and for holding academic positions in SU “St. Kliment Ohridski”, as well as for the recognition of the science degree “Doctor of Sciences”.

(3) For the performed recognition SU “St. Kliment Ohridski” issues a certificate, which is sent for the entry of the persons in the public register of NCID.

#### ***Section II***

##### ***Admission and training of doctoral students***

**Art. 12.** (1) Persons with acquired educational-qualification degree “Master” may apply for doctoral students.

(2) The training for acquiring the educational and science degree “Doctor” shall be carried out in full-time, part-time, self-preparation or distance form of training. The full-time and self-preparation form of training last up to 3 years, and the part-time and distance - up to 4 years.

(3) Exceptionally, the term may be extended, but for not more than one year.

(4) The training in doctoral studies shall be carried out according to doctoral programs accredited by NEAA.

(5) The University shall train the number of accepted doctoral students (state-subsidized) and doctoral students with individual payment (paid doctoral studies) approved by the Council of Ministers under programs that have received accreditation by NEAA, under the conditions and the procedure of the Higher Education Act.

(6) The doctoral education is carried out in a primary unit of SU “St. Kliment Ohridski”,



where there is at least one habilitated person from the respective accredited professional field.

**Art. 13.** (1) The educational and science degree “Doctor” may be acquired in the conditions of joint guidance by a Bulgarian supervisor in a higher school or scientific organization, who have received accreditation for training in the educational and science degree “Doctor” from NEAA, and a foreign supervisor from a higher education institution or scientific organization accredited in the respective country for training in the educational and science degree “Doctor” or its corresponding degree.

(2) The educational and science degree “Doctor” under Para. 1 shall be acquired in Bulgarian and in foreign higher schools and scientific organizations upon a contract concluded between them for joint guidance for training under Para. 1 and observance of the normative regulations of the respective countries and of the rules of the respective higher schools and scientific organizations.

(3) The conditions for admission, joint guidance, distribution of the periods of mobility of the doctoral student, defence of the dissertations and issuance of the diploma shall be determined in the contracts for joint guidance for training under Para. 1.

(4) For the training performed under Para. 1, the Bulgarian and foreign higher schools or scientific organizations, which carry out the joint training, shall jointly issue a diploma for the educational and science degree “Doctor” or separate diplomas with indication of the joint guidance in them.

**Art. 14.** SU “St. Kliment Ohridski” announces annually in the State Gazette the number of doctoral students approved by the Council of Ministers.

**Art. 15.** (1) The admission in full-time or part-time doctoral studies shall be carried out via a competition, which shall be held not earlier than one month after the expiration of the term for submission of documents.

(2) The competition shall be announced in the State Gazette and on the website of SU “St. Kliment Ohridski”. The announcement shall indicate the term and place for submission of the documents, as well as the period in which the competitive examinations will be held.

**Art. 16.** (1) The candidates, wishing to participate in competitive examinations for doctoral students, shall submit an application to the Rector, to which they shall attach:

1. curriculum vitae;
2. a diploma for completed higher education at the educational qualification degree “Master” and the appendix to it - in original and one copy, or a certificate for completed educational qualification degree for the candidates for whom the diploma is not yet prepared;
3. certificate for recognized higher education, if the diploma has been issued by a foreign higher school;
4. a document for paid application fee in an amount determined by a Decree of the Council of Ministers;
5. other documents, certifying the interests and the achievements of the candidate in the respective scientific area;
6. declaration according to a template that the candidate has not been trained as a doctoral student in a state-subsidized education.

(2) The application with the documents attached to it shall be submitted to the “Doctoral students” sector according to the schedule approved by the Rector for admission of doctoral students to a state-subsidized education and a year-round (excluding July and August) for

doctoral studies against payment.

**Art. 17.** (1) The admission of the candidates to participation in the competition shall be carried out by a commission including the head of the accepting structural unit, the head of the primary unit and a lecturer in the doctoral program, appointed by order of the Rector of SU “St. Kliment Ohridski” .

(2) The Commission shall consider the documents of the candidates for their compliance with the requirements for admissibility of DASRBA, of RIDASRBA and of the Rules of SU “St. Kliment Ohridski”, deciding on admission within 20 days after the deadline for submission of documents.

(3) The head of the receiving structural unit shall notify the candidates in writing at e-mail address provided in the application documents for the results of their admission to participation in the competition, and for the ineligible candidates the reasons for their non-admission shall be indicated. The notification shall be sent no later than one month before the date of the first examination.

(4) The admitted candidates shall be notified by the deans of the respective faculties to an e-mail address provided in the application documents for the date of the examinations not later than 15 days before the date of the first examination. A list of questions for the specialty exam is attached to the notification.

**Art. 18.** (1) The candidates not admitted to participation in the competition may within 7 days from the date of the notification make an objection to the head of the receiving structural unit.

(2) The head of the receiving structural unit shall assign to a new commission of three persons - habilitated persons, to rule on the objection. Based on the report of the commission, the Rector makes a final decision within 10 days of receiving the objection.

**Art. 19.** (1) The competition shall consist of an examination in the specialty and in a foreign language, chosen by the candidate. Candidates for doctoral students in foreign languages and foreign literature take an exam in a foreign language, different from the exam in the specialty.

(2) The competitive examinations shall be carried out by a commission, appointed by the Rector upon proposal of the head of the accepting structural unit, in which at least three habilitated lecturers or doctors of sciences in the same specialty shall be included.

(3) The competitive examinations in a foreign language shall be carried out by a two-member commission, appointed by the Rector upon proposal of the Dean of the Faculty of Classical and Modern Philology, in which non-habilitated persons may be included.

(4) The programs for the competitive examinations shall be prepared by the primary units and shall be published on the website of the University not later than 60 days before the holding of the competitive examinations.

**Art. 20.** (1) The examination in the specialty shall be written and oral with two individual assessments. The written exam lasts four hours. Those who have received at least a very good grade (4.50) on the written exam are admitted to the oral exam. Successfully passed the competition are the candidates who receive at least “very good” (5.00) as an arithmetic mean of the written and the oral exams for doctoral students in state-subsidized education and “very good” (4.50) for doctoral students against payment.

(2) Only candidates who have successfully passed the examinations in the specialty shall be admitted to an examination in a foreign language. Successfully passed the language exams

are the candidates who receive a minimum grade of “good” (4.00).

(3) The scores from the competitive examinations shall be formed with an accuracy of 0.25.

(4) The competitive examinations for doctoral students in state-subsidized education shall be conducted according to a schedule approved by the Rector.

(5) The competitive examinations for doctoral students in paid form of education shall be held throughout the year, without the months of July and August.

(6) The results of each examination shall be entered in the minutes of the examination commission and shall be communicated to the candidates not later than two days after its completion.

(7) Blind doctoral candidates shall take the written examinations in oral form.

(8) The right under Para. 7 shall be exercised upon application submitted by the doctoral candidate to the Rector, to which a copy of the decision of the Medical-labour expert committee (MLEC) for establishing the disability shall be attached. The application shall be notified in good time to the chair of the relevant examination board.

**Art. 21** (1) The candidates, who have successfully passed the examinations under Art. 19, shall be classified according to the assessment of the examinations in the specialty.

(2) The protocols of the examination commissions and all documents of the candidates under Art. 16 shall be provided to the head of the accepting structural unit, in which the training will be conducted, and shall be stored in the Dean’s Office.

**Art. 22.** The chairperson of the commission shall prepare, within seven days after the end of the competitive examinations, a written report with a complex assessment for each candidate, ending with a proposal for selection.

**Art. 23** (1) The head of the primary unit shall submit, within 7 days after the receipt of the documents under Art. 22, a report to the Faculty (scientific) council on the results of the competition. The report is made available to the doctoral candidates and the members of the Faculty (scientific) council within 7 days before the council meeting. Candidates may make written objections to the Faculty (scientific) council on the proposal of the commission no later than the day before the meeting.

(2) The decisions of the Faculty (scientific) council are taken by open vote and by a simple majority of those present. Habilitated members and members with science degrees have the right to vote. The faculty (scientific) council can approve each of the successful candidates as a doctoral student.

(3) In case two or more candidates with equal scores from the examination in the specialty are ranked first, the Faculty (scientific) council shall choose one of them, taking into account the score from the examination in a foreign language, the average score from the diploma for higher education, as well as the documents certifying the interests and achievements of the candidates in the respective scientific area. When neither candidate receives a majority, a new vote shall be held with the participation of the two candidates who received the most votes in the first vote and the candidate who received the most votes shall be considered selected.

(4) The faculty (scientific) council shall take a decision by open vote and a simple majority of those present for enrolment of the candidates who have successfully passed the competition. The decision shall also specify the scientific supervisor of each doctoral student on the proposal of the council of the primary unit. A habilitated person may be a scientific

supervisor. A scientific supervisor cannot supervise more than five doctoral students at the same time.

(5) When the nature of the preparation and the topic of the dissertation so require, two scientific supervisors of one doctoral student may be appointed by a decision of the Faculty (scientific) council.

(6) In case of prolonged absence of a scientific supervisor due to illness, business trip abroad and other objective reasons, the Faculty (scientific) council may appoint another habilitated lecturer in his/her place or a second supervisor.

**Art. 24.** (1) The admission in self-preparation form of training of doctoral students, who have prepared in the main part a dissertation for educational and science degree “Doctor”, shall be carried out without examination during the whole academic year, except for the months of July and August.

(2) The candidate shall submit to the primary unit a draft of the dissertation paper, prepared in its main part, and a bibliography.

(3) The candidate shall submit an application to the Rector, to which he/she shall attach:

1. curriculum vitae;

2. a copy of the diploma for completed higher education for educational qualification degree of Master and the appendix to it;

3. a document for a payment in the amount under Para. 5 - for the candidates under Art. 21, Para. 5 of the Higher Education Act, who do not work under a main employment relationship with SU “St. Kliment Ohridski”.

(4) The head of the primary unit shall appoint a habilitated person to review the presented part of the dissertation and to report to the primary unit. If the nature of the dissertation so requires, there may be two reviewers.

(5) For reviewing the draft dissertation the reviewers will be paid a remuneration in the amount according to tariffs, determined by the Academic Council.

(6) The draft of the dissertation paper shall be discussed by the council of the primary unit within 3 months from the submission of the application in the presence of the candidate. If the council of the primary unit approves the work of the candidate, the head of the primary unit makes a proposal to the head of the accepting structural unit on the topic of the dissertation, the scientific area and the individual curriculum for the work of the doctoral student.

(7) The meeting of the primary unit shall be regular if at least 2/3 of its members are present. The decision is taken by an open vote and a simple majority of those present.

(8) On the basis of the proposal under Para. 6 the Faculty (scientific) council decides, by open vote and a simple majority of those present, on the enrolment of the doctoral student and approves the topic of the dissertation paper and the individual curriculum of the doctoral student.

(9) Doctoral students, admitted in self-preparation form of doctoral studies under Art. 21, Para. 5 of the Higher Education Act, who do not work under a main employment relationship with SU “St. Kliment Ohridski”, pay annually for their training an amount determined by an order of the Rector based on a decision of the Academic Council.

(10) The expenses for training of the doctoral students admitted in a self-preparation form of doctoral studies, who work under a main employment relationship with SU “St. Kliment Ohridski”, shall be paid by the accepting main unit in the amount under Para. 9. In cases when

the lecturer is employed at another faculty of the Sofia University, he/she is obliged to attach a referral letter from the Dean to the accepting unit, whereby the financial support of the procedure is undertaken.

(11) Employees on a main employment relationship at SU shall have the right to benefit once from the preferential conditions, described in Para. 10.

**Art. 25.** Based on the decision of the Faculty (scientific) council under Art. 23, Para. 4 and Art. 24, Para. 8 the Rector shall issue an order for the enrolment of a doctoral student. The order specifies: the form of the doctorate; the primary unit in which the training is organized; the term of training; the scientific area or areas; the accredited doctoral program; the amount of the annual tuition fee, if any, or of the amount under Art. 24, Para. 9 and Art. 26, Para. 2. In the cases when the training is conducted in full-time or part-time form of training, the scientific supervisor shall also be indicated.

**Art. 26.** (1) Doctoral students, who are trained in full-time or part-time form of training, with the exception of those admitted under Art. 21, Para. 5 of the Higher Education Act, shall pay annually a fee in an amount determined under Art. 9, Para. 3, item 7 of the Higher Education Act. They shall be exempt from the fee for the last two years.

(2) Doctoral students, admitted under Art. 21, Para. 5 of the Higher Education Act, pay annually for their training an amount determined by an order of the Rector on the basis of a decision of the Academic Council.

**Art. 27.** Persons who have graduated from foreign higher education institutions may apply for doctoral students after their higher education has been recognized in accordance with the Ordinance on the state requirements for recognition of higher education and completed periods of study in foreign higher education institutions and the Rules of SU “St. Kliment Ohridski” for recognition of acquired higher education and completed periods of study in foreign higher schools, as well as recognition of ESD “Doctor” and the science degree “Doctor of Sciences”, obtained in other higher schools and scientific organizations.

**Art. 28.** (1) Persons who are not Bulgarian citizens and are not citizens of another member state of the European Union, of another state – a party to the Agreement on the European Economic Area, or of the Swiss Confederation, may apply for and study in doctoral studies:

1. in implementation of intergovernmental agreements for educational, cultural and scientific exchange;
2. according to acts of the Council of Ministers;
3. under the conditions of Art. 95, Para. 7 of the Higher Education Act.

(2) The candidates under Para. 1, items 1 and 2 shall be admitted under the conditions and the procedure determined in the respective agreement or in the act of the Council of Ministers.

(3) The persons under Para. 1, item 3 shall be admitted under the conditions and the procedure determined in these Rules.

(4) Persons may also be admitted under Art. 95, Para. 7 of the Higher Education Act for the preparation of a dissertation for the acquisition of the science degree “Doctor of Sciences”.

(5) The persons under Para. 1 may apply for doctoral students also under the conditions and the procedure for admission of Bulgarian citizens, if they:

1. have the status of permanent residents on the territory of the Republic of Bulgaria;

2. have refugee status;
3. are of Bulgarian nationality, certified under the procedure determined by the Council of Ministers.

**Art. 29.** (1) The candidates for doctoral students under Art. 28, Para. 1 shall submit the following documents:

1. an application form, containing brief biographical data and the degree of proficiency in foreign languages;
2. a copy of the document for higher education, from which it is evident that the candidate holds a master's degree;
3. a medical certificate, issued within one month before the date of the application and certified by the respective bodies in the country from which the person is applying;
4. list of publications, if any;
5. copy of the documents for citizenship;
6. certificate for recognized higher education, if the diploma has been issued by a foreign higher school;
7. two photos.

(2) The documents under Para. 1, items 2 and 3 must be legalized, translated and certified in accordance with the provisions of the international treaties of the Republic of Bulgaria with the state in which they are issued, and in the absence of such - according to the general procedure for legalizations, translations and certifications of documents and other papers.

(3) The candidates under Art. 28, Para. 1, items 1 and 2 shall submit the documents under Para. 1 in the Ministry of Education and Science.

(4) The candidates under Art. 28, Para. 1, item 3 shall submit the documents under Para. 1 in SU "St. Kliment Ohridski".

(5) A decision for approval of the candidates shall be taken by the accepting structural unit within one month from the receipt of the documents.

**Art. 30.** The candidates for doctoral studies under Art. 28, Para. 1, item 3 shall submit an application to the Rector with short biographical data and indication of the scientific area in which they wish to prepare a dissertation. The following shall be attached to the application:

1. a medical certificate, issued within one month before the date of application, translated and certified in accordance with the international agreements in force;
2. diploma for completed higher education, legalized, translated and certified in accordance with the international agreements in force.

**Art. 31.** (1) SU "St. Kliment Ohridski" sends to the Ministry of Education and Science the documents of the candidates approved by them under Art. 28, Para. 1, item 3 - citizens of countries for which a visa for long-term residence in the Republic of Bulgaria is required, as well as information on:

1. personal data of the candidate - the names on the passport in Latin, date of birth, place of birth, citizenship;
2. name of the scientific specialty, educational and science degree, form and term of education;

3. the language and specialized training - degree of proficiency in the Bulgarian language, name of the main unit in which the training will be conducted, duration of the training;

4. the amount of the annual fee for education and for the language and specialized training;

5. the number of the bank account to which the tuition fee or the fee for the language and specialized training should be transferred.

(2) The information and the documents under paragraph 1 shall be prepared by the “Doctoral Students” sector.

(3) The persons, applying under Art. 95, Para. 7 of the Higher Education Act, pay tuition fees after obtaining a visa type “D” and their arrival in the Republic of Bulgaria.

**Art. 32.** (1) After discussion of the submitted documents in the primary unit and by decision of the Faculty (scientific) council, the Rector shall issue an order for the enrolment of approved candidates for doctoral students under Art. 28, Para. 1.

(2) SU “St. Kliment Ohridski” notifies in writing the Ministry of Education and Science about the enrolled doctoral students under Para. 1.

**Art. 33.** (1) The doctoral students under Art. 28, Para. 1 shall pay an annual tuition fee in an amount determined under Art. 9, Para. 3, item 7 of the Higher Education Act.

(2) Doctoral students with dual citizenship, one of which is Bulgarian, pay 50 per cent of the fee for foreign citizens.

**Art. 34** (1) SU “St. Kliment Ohridski” provides the language and specialized training for foreigners admitted as doctoral students. The faculty (scientific) councils decide on the need for language training of foreign doctoral students.

(2) The language and specialized training of the doctoral students shall last not less than 6 months and shall be carried out according to a curriculum and study programs including two groups of academic disciplines with a minimum number of hours as follows:

1. for the humanitarian specialties - 550 hours of Bulgarian language;

2. for all other specialties - 430 hours of Bulgarian language and 230 hours of specialized subjects.

**Art. 35.** (1) The education in Bulgarian language shall end with a written and oral examination, which shall be taken before a commission.

(2) The persons under Art. 28, Para. 1, who speak Bulgarian, may appear at the examinations under Para. 1 without having undergone language training.

(3) The specialized preparation shall end with examinations in all academic disciplines, provided in the curriculum, which shall be taken before a commission.

(4) A certificate shall be issued to the persons, who have successfully completed the language and specialized training.

**Art. 36.** (1) The training of the doctoral students shall include the following activities:

1. research (artistic) activity;

2. attending lectures and participating in other forms of doctoral training;

3. teaching and/or expert activity, participation in scientific forums (national and/or international);

4. examinations for doctoral minimum;
5. development of a doctoral dissertation.

(2) The provision under Para. 1, item 2 shall not apply to the doctoral students on self-preparation.

(3) The doctoral students on self-preparation shall not take an examination in a foreign language.

(4) The distribution by types of activities for the term of the training shall be carried out on the basis of a standard, determined by the Academic Council, in observance of the obligatory requirements approved in these Rules.

**Art. 37.** The faculties conduct an organized educational process in accordance with a general curriculum, for the implementation of which credits are awarded to doctoral students.

**Art. 38.** (1) The training of doctoral students shall be carried out according to an individual curriculum, compliant with the general curriculum of the accredited doctoral program.

(2) The individual curriculum determines the orientation of the doctoral studies and consists of a general curriculum for the whole period of study and a work plan by years. The individual curriculum contains:

1. the topic of the dissertation paper;
2. the distribution of all activities by years;
3. the examinations and the terms for their passing;
4. the attendance of a certain cycle of lectures and exercises, the participation in courses, seminars, conferences and other public scientific events;
5. teaching activity of the doctoral student after passing the examinations under item 3;
6. participation in scientific forums (national and/or international), expert activity
7. the stages and the terms for preparation of the dissertation paper.

(3) The individual curriculum shall be prepared by the doctoral student and his/her scientific supervisor and shall be approved by the Faculty (scientific) council not later than three months after the enrolment of the doctoral student upon proposal of the primary unit.

(4) Change of the topic of the dissertation paper and of the scientific supervisor is allowed as an exception but not later than 3 months before the date of the meeting of the primary unit for the preliminary discussion. The change is carried out by order of the Rector of SU "St. Kliment Ohridski" on the basis of a decision of the faculty (scientific) council on a proposal of the council of the primary unit.

**Art. 39.** (1) Doctoral students shall take the examinations according to their individual curricula before a commission appointed by the head of the accepting structural unit in a composition of at least 3 habilitated persons and with the participation of the scientific supervisor of the doctoral student.

(2) The examination in Western language shall be conducted by lecturers in the respective language, proposed by the Dean of FCMPH.

(3) The attendance of lectures included in the individual curriculum of a doctoral student shall end with a positive or negative assessment by the main lecturer of the doctoral course after an order is issued by the head of the accepting structural unit.



**Art. 40.** Scientific supervisors organize the overall preparation of doctoral students supervised by them. Scientific supervisors are obliged to give students consultations, to provide additional consultation with other specialists, if necessary, and regularly monitor the implementation of the tasks assigned to the students by their individual curricula.

**Art. 41.** (1) Doctoral students shall be attested by the faculty (scientific) council at the end of each academic year.

(2) Each doctoral student shall submit to the council of the primary unit a report on the performed activities, which shall contain a scientific part (reporting of the obtained results) and a report on the implementation of the individual curriculum, as well as a short information from his/her profile in the information system for the scientific activity of SU “Kliment Ohridski”, which reflects all the scientific achievements of the doctoral student mentioned in his/her report.

(3) Scientific supervisors shall give written opinions on the work of the doctoral students before the council of the primary unit.

(4) Each supervisor may propose together with the doctoral student a specification of the individual curriculum of the doctoral student in the following year.

(5) The council of the primary unit shall adopt:

1. an opinion on the implementation of the individual curriculum and assessment of the activity of the doctoral student;

2. proposal for attestation of the doctoral student;

3. proposal for concrete specification of the individual curriculum for the next year;

4. recommendations for the further development of the doctoral studies; if necessary, it shall recommend the topic to be specified or the supervisor to be replaced.

(6) The proposal under Para. 5, items 2 and 3 shall be approved by the faculty (scientific) council.

**Art. 42.** (1) Besides the reporting under Art. 41 the full-time doctoral students report on their work at the end of each quarter, presenting to the head of the accepting structural unit reports on the implementation of their individual curricula, to which they attach:

1. report on the work performed on the dissertation paper or the doctoral minimum, certified by the scientific supervisor and confirmed with evidence;

2. report on the teaching work, certified by the head of the accepting structural unit.

(2) On the basis of the reports under Para. 1, the head of the accepting structural unit shall submit a report to the Rector of SU “St. Kliment Ohridski” for the fulfillment of the obligatory requirements under Art. 36, Para. 1 by the full-time doctoral students.

**Art. 43.** SU “St. Kliment Ohridski” provides the material base and covers the costs of enrollment, training and defence of dissertations of doctoral students in full-time and part-time training, subsidized by the state, in accordance with the differentiated standards for training of doctoral students set by the Council of Ministers.

**Art. 44.** The funds for the training of the doctoral students are annually included in a separate item to the budgets of the faculties in the amount of the state subsidy according to the number of the enrolled doctoral students.

**Art. 45.** (1) Scientific supervisors shall be recognized 60 lecture hours per year for the guidance of each full-time doctoral student, 45 hours - for the guidance of each part-time

doctoral student, and 30 hours - for the guidance of each doctoral student on self-preparation. These hours are reported in the total teaching and pedagogical employment of the supervisor as out-of-auditorium activities.

(2) In case of proven full study load for one lecture hour, remuneration shall be paid in an amount determined by a decision of the Academic Council.

(3) A remuneration in the amount of 10 per cent of the tuition fee shall be paid for the guidance of a foreign doctoral student.

(4) A research supervisor who does not fulfill his/her duties may be deprived, by a decision of the Faculty (scientific) council, of remuneration for the doctoral student supervised by him/her for a certain period of time and/or may be replaced.

**Art. 46.** (1) For conducting competitive examinations for doctoral students, each member of the examination commission shall be credited with two hours of exercises for each examinee.

(2) All participants in the candidate doctoral campaign shall be paid remuneration for the work performed according to an order of the Rector.

(3) Each lecturer who is a member of a commission for conducting an examination within an individual curriculum, shall be credited with two hours of exercises for each examinee.

**Art. 47.** Full-time doctoral students are entitled to a scholarship in an amount determined by the Council of Ministers.

**Art. 48.** A full-time doctoral student, seconded according to his/her individual curriculum, has the right to travel, daily and accommodation costs according to the Ordinance for the business trips in the country and the Ordinance for the business trips and specializations abroad.

**Art. 49.** The funds for conducting lecture courses, seminars and other forms related to the preparation of doctoral students, for scientific guidance, as well as for financing the experimental work shall be at the expense of the budget of the training faculty.

**Art. 50.** (1) The faculties shall secure financially the defences of the dissertation papers of the state-subsidized full-time and part-time doctoral students, who have successfully passed the discussion of their dissertation papers in the primary unit within one year from expiration of the term under Art. 12, Para. 2.

(2) The defences of dissertations of part-time doctoral students and doctoral students on self-preparation training, who work under a main employment relationship with SU "St. Kliment Ohridski" and have successfully passed the discussion of their dissertation papers in the primary unit within one year from the expiration of the term under Art. 12, Para. 2, shall be secured financially by the faculties in which they work.

**Art. 51.** (1) Doctoral students participate in the work of the departments by:

1. attending the meetings of the department council, at which issues related to the doctoral degree are considered, for which the students must be invited;
2. supporting the work with the graduates, if necessary;
3. participating as invigilators when examinations are conducted;
4. participating in organizing and conducting seminars, meetings, conferences and other initiatives.

(2) Doctoral students have the right to use the libraries and laboratories for preparation of their dissertations.

(3) Doctoral students have the right to give feedback on their satisfaction with the doctoral studies.

**Art. 52.** SU “St. Kliment Ohridski” provides health insurance to the state-subsidized full-time doctoral students.

**Art. 53.** Full-time doctoral students are accommodated with priority in a dormitory of the Sofia University.

**Art. 54.** Doctoral students on self-preparation have the rights of part-time doctoral students.

**Art. 55.** (1) Interruption of the doctoral studies at the request of the doctoral student shall be permitted by the Rector for a period of up to two years:

1. due to pregnancy, childbirth and raising a child;
2. due to severe and prolonged illness on the basis of a conclusion of medical advisory committee (MAC) or MLEC.
3. in the presence of other important reasons, which hinder the fulfillment of the educational obligations.

(2) In the cases under Para. 1, item 3 the doctoral student shall submit an application for interruption for each academic year separately.

(3) Interruption of the training is allowed by the Rector upon proposal of the dean, to which documents are attached certifying the existence of grounds for interruption for each academic year.

**Art. 56.** Extension of the term of the doctoral program under Art. 12, Para. 3 shall be allowed by the Rector on the basis of a motivated proposal by the council of the primary scientific unit in the case of passed examinations from the individual curriculum and availability of at least one publication on the topic of the dissertation. No scholarship is due during this period.

**Art. 57.** (1) The transfer of doctoral students from one scientific organization to another shall be allowed by decision of the respective Faculty council.

(2) The transition from full-time to part-time doctoral studies is allowed by decision of the respective Faculty council.

**Art. 58.** In the preparation of their dissertations the doctoral students have the right to healthy and safe working conditions same as the workers and employees who work under the same conditions.

**Art. 59.** (1) A full-time doctoral student may work under an employment contract with working hours not exceeding half of the statutory hours for the respective position. The circumstances under sentence one shall be certified by a declaration submitted by the doctoral student.

(2) After passing the examinations from the individual curriculum, a full-time doctoral student may be assigned teaching activity 45 hours a year without payment and up to 120 hours with payment of remuneration for the hours over 45.

(3) A full-time doctoral student, who has won a competition for an assistant professor, after taking the position shall pass into part-time form of training.

**Art. 60.** (1) A doctoral student shall be struck off the doctoral studies without right of defence, when he/she:

1. does not take his/her exams without valid reasons;
2. fails to perform his/her tasks within the terms determined by their individual curriculum;
3. does not attend lectures, courses and seminars related to his/her preparation.

(2) The removal shall be carried out by a decision of the Faculty (scientific) council on a proposal of the council of the primary unit on the basis of a report of the scientific supervisor.

(3) The Faculty council shall exercise control over the timely defence of the dissertations.

**Art. 61.** SU “St. Kliment Ohridski” creates a database for each doctoral student and stores all materials and documents related to the work of the doctoral student on the preparation and development of the dissertation one year after the defence.

### ***Section III***

#### ***Conditions and procedure for acquiring the educational and science degree “Doctor”***

**Art. 62.** (1) The educational and science degree “Doctor” shall be awarded to persons who possess the educational-qualification degree “Master” and meet the minimum national requirements for the respective scientific area and/or professional field, and after training in doctoral studies and successful defence of dissertation paper under the conditions and the procedure of DASRBA, RIDASRBA and these Rules.

(2) The additional requirements to the candidates for acquiring the science degree “Doctor” in the Faculty of Physics of SU “St. Kliment Ohridski” in the professional field 4.1. Physical sciences are defined in Annex No 1, which is an integral part of these Rules.

**Art. 63.** (1) A doctoral student, who has:

1. successfully passed the exams and completed the other tasks according to his/her individual curriculum;
2. prepared a dissertation with the results of his/her research;
3. been taken out with the right of defence;
4. met the minimum national requirements,

is allowed to public defence of a dissertation for the award of educational and science degree “Doctor”.

(2) Within one month after the expiration of the term of study the primary unit shall propose to the faculty (scientific) council that the doctoral student be taken out with or without the right of defence.

(3) The faculty (scientific) council shall take its decision on the proposal of the primary unit under Para. 2 at its first meeting after the meeting of the primary unit.

(5) The right of defence may be exercised not later than 5 years from the decision of the faculty (scientific) council under Para. 4.

(6) Doctoral students shall be taken out by an order of the Rector of SU “St. Kliment

Ohridski”.

**Art. 64.** A dissertation for the award of the ESD “Doctor” must contain scientific or applied scientific results that represent an original contribution to science. The dissertation must show that the candidate has in-depth theoretical knowledge in the relevant specialty and abilities for independent scientific research.

(2) The dissertation shall be presented in a form and volume determined by the primary unit. The dissertation must contain: title page; content, introduction; exposition; conclusion - summary of the results obtained with a declaration of originality; bibliography.

**Art. 65.** (1) The doctoral student shall present his/her dissertation to the scientific supervisor, who shall assess its readiness for defence within one month. A doctoral student on self-preparation, who does not have a designated supervisor, submits his/her dissertation to a habilitated member of the primary unit, appointed by its head, who assesses its readiness for defence within the same term.

(2) In case of positive assessment of the readiness of the doctoral student for defence of the dissertation paper the scientific supervisor, respectively the habilitated person under Para. 1, proposes to the council of the primary unit at its first meeting the opening of a procedure for preliminary discussion and proposes a date for its holding.

(3) The procedure for preliminary discussion shall be conducted before the council of the primary unit.

(4) In case of a negative assessment under Para. 1, as well as in case of no decision within the term under Para. 1 the doctoral student may refer the issue for consideration before the council of the primary unit within 7 days after the expiration of the term under Para. 1. The council shall make a final decision on the readiness for defence before a scientific panel within one month from the application of the doctoral student.

(5) Not later than 14 days before the date for preliminary discussion of the dissertation the doctoral student shall present to the head of the primary unit:

1. application to the head of the primary unit;
2. dissertation paper in 2 copies and in pdf format on digital media;
3. abstract in 2 copies and in pdf format on digital media;
4. report on similarity within the electronic system available at SU for prevention against plagiarism, confirmed by the scientific supervisor;

Within the same period the head of the primary unit shall be provided ex officio with:

1. the order of the Rector for enrolment in doctoral studies;
2. the order of the Rector for taking the student out with the right of defence;
3. certificate for exams passed under the individual curriculum.

**Art. 66.** (1) A proposal to the Faculty (scientific) council for opening a procedure for public defence of a dissertation shall be made by the council of a primary unit, in which there are at least five habilitated lecturers and persons with science degrees, of which at least three are habilitated or are doctors of sciences in the respective scientific area.

(2) When the requirements of the previous paragraph are not present, the Rector shall issue an order, upon proposal of the accepting structural unit, for one-time expansion of the composition of the council of the primary unit.

**Art. 67.** (1) The council of the primary unit discusses the dissertation and decides on the

readiness for defence before a scientific panel within one month from the report of the scientific supervisor under Art. 65, Para. 1, respectively from the submission of the application of the candidate under Art. 65, Para. 4.

(2) In case of a positive decision for the readiness for defence the council of the primary unit shall discuss and make a proposal for the composition of the scientific panel. The scientific supervisor and the doctoral student must participate in the discussion of the composition of the scientific panel and can give their proposals for members.

(3) The head of the primary unit shall submit a report to the head of the accepting structural unit for the decisions taken under Paras. 1 and 2.

(4) In case of a negative decision of the primary unit within one month from the date of the preliminary discussion the doctoral student shall be provided with a copy of the report under Para. 3. Within the same period, the doctoral student may submit his/her dissertation to the Faculty (scientific) council, if he/she submits a positive feedback from three habilitated persons or doctors of sciences in the same professional field, regardless of their place of work. In case of a positive decision, the primary unit proposes a composition of a scientific panel for the next meeting of the faculty (scientific) council.

(5) In case of a positive decision for the readiness for defence before a scientific panel under Para. 1 or Para. 4 within 14 days the doctoral student shall present in the main unit:

1. curriculum vitae;
2. diploma for higher education and the appendix to it - in their original for verification and 3 copies of them;
3. dissertation paper in 4 copies;
4. abstract in 5 copies in Bulgarian language and in a language that is traditionally used in the respective scientific area;
5. published or accepted for publication scientific papers or materials for implemented creative achievement, related to the dissertation paper;
6. declaration of authorship in 5 copies;
7. reference for compliance with the national minimum requirements for ESD "Doctor" for the respective scientific area in 5 copies;

(6) All documents shall be also submitted in pdf format on 6 digital media.

**Art. 68.** (1) On the basis of the proposal of the primary unit and not later than one month after receiving it the faculty (scientific) council shall determine the scientific panel and shall make a proposal to the Rector of SU "St. Kliment Ohridski" for approving its composition and for setting a date for the defence.

(2) Within 7 days from the proposal of the faculty (scientific) council under Para. 1 the Rector of SU "St. Kliment Ohridski" approves the scientific panel by an order, which also determines the date of the defence. Within 7 days from the issuance of the order of the Rector, the candidates may get acquainted with the order in the dean's office of the main unit and request replacement of a member of the panel under Art. 6, Para. 12 of these Rules.

(3) The faculty (scientific) council shall decide on the request not later than 14 days after its receipt. Within 7 days from the decision of the faculty (scientific) council, the Rector issues a new order for approval of the composition of the scientific panel and for the date of the defence.

**Art. 69.** (1) The scientific panel shall consist of five habilitated persons in the respective scientific area or areas given the topic of the dissertation. At least one of the members of the panel is a professor. At least three of the members of the panel are external to SU “St. Kliment Ohridski”. The scientific supervisor cannot be a member of the panel.

(2) The chairperson of the scientific panel is a person who works under a main employment relationship with SU “St. Kliment Ohridski”.

(3) The candidates for acquiring the educational and science degree “Doctor”, who meet the respective minimum national requirements, shall be admitted to the defence of dissertation. In the case where a candidate has prepared a dissertation in a foreign language, which is traditionally used in the respective scientific area, at the written request of the candidate the scientific panel may accept the defence to be conducted in that language, for which it takes a decision and records it. The secretary of the panel shall notify the candidate of the decision under sentence two within three days.

(4) The members of the panel shall prepare two reviews, one of which from an external to SU “St. Kliment Ohridski” person, and three opinions. Reviews and opinions must end with positive or negative assessment and are submitted to the secretary of the scientific panel in Bulgarian and in one of the languages traditionally used in the scientific area within three months following the Rector’s order for nomination of the panel.

(5) The reviews, opinions and the abstract of the dissertation are published on the website of SU “St. Kliment Ohridski” under Art. 6, Para. 23 of these Rules together with the date set for an open hearing of the public defence not later than 15 days before the date of the defence.

(6) When, on the basis of provided information for lack of plagiarism and/or during the evaluation of the dissertation paper, a member of the scientific panel establishes, or receives a written alert for, plagiarism under Art. 4, Para. 11 of DASRBA, the members of the scientific panel are obliged to give an opinion in their reviews and opinions on the presence or absence of plagiarism in the dissertation paper submitted for evaluation. The secretary of the scientific panel shall notify the candidate at his/her e-mail address, indicated in the application under **Art. 67**, Para. 5, within 1 working day from the establishment of plagiarism by a member of the scientific panel or the receipt of written alert. The candidate may present his/her opinion through the secretary of the scientific panel within 3 working days.

**Art. 70.** (1) In the cases under Art. 69, Para. 6 the scientific panel shall issue a decision to be taken by simple majority regarding the presence or absence of plagiarism. The decision is taken within a period not longer than 7 days after the deadline for submission of reviews and opinions.

(2) The candidate for acquiring the educational and science degree “Doctor” shall not be admitted to the defence of the dissertation paper if the scientific panel has taken a decision for the presence of plagiarism in the evaluated paper.

(3) A candidate who has not been admitted to defence under Paras. 1 and 2, shall be notified to his/her e-mail address not later than 1 working day after the decision of the panel under Paras. 1 and 2.

(4) The decision of the scientific panel may be challenged before the faculty (scientific) council within 7 days from the notification of the candidate.

(5) The faculty (scientific) council shall take a decision by a majority under **Art. 6**, Para. 1 for the presence or absence of plagiarism, resp. for the admission of the candidate to participate in the competition within 14 days from the application of the candidate.

**Art. 71.** (1) The scientific panel shall hold an open session for the defence of the dissertation paper of the candidate, who has been admitted to defence, within one month after the publication of the abstract, the reviews and the opinions.

(2) At the open session under Para. 1:

1. the chairperson of the scientific panel presents the doctoral student;
2. the doctoral student makes a short exposition of the main results of the dissertation paper;
3. each of the members of the scientific panel presents his/her review or opinion;
4. the members of the panel and each of those present at the public defence may ask questions and make comments;
5. the doctoral student answers the questions asked and the critical remarks made;
6. each member of the scientific panel publicly announces his/her assessment - positive or negative; if, as a result of the defence, a member of the panel changes the assessment he/she or the member of the panel, whom he/she replaces, has given in the review, respectively in his/her opinion, he/she is obliged to motivate it;
7. the chairperson of the scientific panel announces the result of the defence.

(3) Dissertation paper, which has received three or more positive marks at the defence, shall be considered successfully defended.

(4) Unsuccessfully defended dissertation shall be returned for revision. If the applicant wishes, not later than one year after the date of return, a new procedure for defence shall be opened under **Art. 65** of these Rules. The second defence procedure is final.

**Art. 72.** (1) The defence of a dissertation for obtaining the educational and science degree “Doctor” shall be conducted publicly in Bulgarian language.

(2) A foreign citizen, who has prepared a dissertation in a foreign language, may defend it in that language, provided that:

1. an official translation of the paper in its essential parts or an extended abstract is presented;
2. a licensed translator is provided from the respective foreign language into Bulgarian and vice versa during the public defence; the funds for the translator’s remuneration are at the expense of the doctoral student.

**Art. 73.** (1) The educational and science degree “Doctor” shall be acquired from the day, in which the dissertation paper is successfully defended.

(2) The educational and science degree “Doctor” shall be certified with a diploma, which shall be issued in Bulgarian, and upon a request from the person, an appendix shall be issued in English.

(3) The diploma for acquired educational and science degree “Doctor” shall be issued by SU “St. Kliment Ohridski” within 14 days from the date of the defence.

(4) The diploma under Para. 2 shall be issued by SU “St. Kliment Ohridski” in a uniform template, approved by the Minister of Education and Science, and shall be sent to the Ministry of Education and Science for registration within three days after its issuance.



***Section IV***  
***Conditions and procedure for acquiring the science degree “Doctor of Sciences”***

**Art. 74.** (1) The science degree “Doctor of Sciences” shall be awarded to persons who possess the educational and science degree “Doctor”, meet the minimum national requirements for the respective scientific area and/or professional field, and after successful defence of a dissertation under the conditions and procedure of DASRBA, RIDASRBA and these Rules.

(2) The additional requirements to the candidates for acquiring the science degree “Doctor of Sciences” in the Faculty of Physics of SU “St. Kliment Ohridski” in the professional field 4.1. Physical sciences are defined in Annex No 1, which is an integral part of these Rules.

**Art. 75.** (1) The dissertation for awarding the science degree “Doctor of Sciences” must contain theoretical summaries and solutions of major scientific or scientific-applied problems, which correspond to the modern achievements and represent a significant and original contribution to science.

(2) The dissertation for awarding the science degree “Doctor of Sciences” shall be prepared independently and may not literally repeat the topic and a significant part of the content of the paper presented for acquiring the educational and science degree “Doctor”.

**Art. 76.** (1) The candidate shall propose the dissertation paper under **Art. 75** in the respective primary unit for its discussion.

(2) The candidate shall submit to the head of the primary unit:

1. an application for discussion of the dissertation paper; in the cases when the candidate is employed at another faculty of Sofia University, a referral letter from the Dean to the accepting unit is attached to the application, whereby the financial support of the procedure is undertaken;

2. dissertation paper in 2 copies and in pdf format on digital media;

3. abstract in 2 copies and in pdf format on digital media;

(3) The discussion of the dissertation paper shall be conducted by the council of the primary unit in the presence of the candidate.

(4) If the council of the primary unit approves the paper of the candidate, the head of the primary unit shall propose to the Faculty council (respectively, the scientific council) to open a procedure for preliminary discussion.

(5) The faculty (scientific) council shall take a decision on the proposal under Para. 4 within one month.

**Art. 77.** (1) A proposal to the Faculty (scientific) council for opening a procedure for public defence of a dissertation shall be made by a primary unit, in which there are at least five habilitated lecturers and persons with science degrees, of which at least three are habilitated or doctors of sciences in the respective scientific area.

(2) When the requirements of the previous paragraph are not present, upon proposal of the accepting structural unit the Rector shall issue an order for one-time expansion of the composition of the council of the primary unit.

**Art. 78.** (1) The procedure for preliminary discussion shall be carried out before the council of the primary unit in the presence of the candidate within one month from the decision of the Faculty (scientific) council under Art. 76, Para. 5.

(2) The council of the primary unit shall take a decision for the readiness of the dissertation for defence before a scientific panel.

(3) In case of a positive decision for the readiness for defence the council of the primary unit shall propose to the Faculty (scientific) council a composition of the scientific panel.

(4) In case of a negative decision of the primary unit within one month from the date of the preliminary discussion the doctoral student shall be provided with a copy of the report under Para. 3. Within the same period, the dissertator may submit its dissertation to the Faculty (scientific) council, if he/she attaches positive feedback from three habilitated persons or doctors of sciences in the same professional field, regardless of their place of work. In case of a positive decision, the primary unit proposes a composition of the scientific panel for the next meeting of the Faculty (scientific) council.

(5) In case of a positive decision for the readiness for defence before a scientific panel under Para. 2 or Para. 4 within 14 days the doctoral student shall present in the main unit:

1. curriculum vitae;
2. diploma for higher education and the appendix to it - in their original for verification and 4 copies of them;
3. diploma for educational and science degree “Doctor” - in its original for verification and 4 copies;
4. dissertation paper in 4 copies;
5. abstract of the dissertation in Bulgarian and in a language that is traditionally used in the respective scientific area in 7 copies;
6. published or accepted for publication scientific papers or documents for implemented creative achievement, related to the dissertation;
7. declaration of authorship in 7 copies;
8. Certificate of compliance with the minimum national requirements for the science degree “Doctor of Sciences” for the respective scientific area in 7 copies;

(6) All documents shall be also submitted in pdf format on 8 digital media.

**Art. 79.** (1) On the basis of the proposal of the primary unit the faculty (scientific) council shall determine the scientific panel within not later than one month after the proposal of the primary unit or of the respective application of the candidate under Art. 78, Para. 4, and shall make a proposal to the Rector of SU “St. Kliment Ohridski” for approval of its composition, as well as for the date of the defence.

(2) Within 7 days from the proposal of the faculty (scientific) council under Para. 1 the Rector of SU “St. Kliment Ohridski” shall approve the scientific panel by an order, which determines the date of the defence. Within 7 days from the issuance of the order of the Rector, the candidates may get acquainted with the order in the Dean’s Office of the main unit and request replacement of a member of the panel under Art. 6, Para. 12 of these Rules.

(3) The faculty (scientific) council shall decide on the request not later than 14 days after its receipt. Within 7 days from the decision of the faculty (scientific) council, the Rector issues a new order for approval of the composition of the scientific panel and determination of the

date of the defence.

**Art. 80.** (1) The defence of the dissertation paper for acquiring the science degree “Doctor of Sciences” shall be carried out publicly before a panel of seven habilitated persons, at least three of whom are professors. At least four of the members of the scientific panel are external persons to SU “St. Kliment Ohridski”.

(2) A person who works under a main employment relationship with SU “St. Kliment Ohridski” shall be appointed the chairperson of the scientific panel.

(3) The candidates for acquiring the science degree “Doctor of Sciences”, who meet the respective minimum national requirements, shall be admitted to defence of dissertation. In case a candidate has prepared a dissertation in a foreign language, which is traditionally used in the respective scientific area, the scientific panel may accept, at the written request of the candidate, the defence to be conducted in this language, for which the panel takes a decision and records it. The secretary of the panel shall notify the candidate of the decision under sentence two within three days.

(4) Three of the members of the panel shall prepare reviews, the rest - opinions. Two of the reviews shall be from professors and at least one review - from a person external to SU “St. Kliment Ohridski”. Reviews and opinions must end with a positive or negative assessment and must be submitted to the secretary of the scientific panel within three months of the panel’s appointment in Bulgarian and in one of the languages traditionally used in the respective scientific area.

(5) The reviews, opinions and the abstract of the dissertation are published on the website of SU “St. Kliment Ohridski” under Art. 6, Para. 23 of these Rules together with the date set for an open hearing of the public defence not later than 15 days before the date of the defence.

(6) When, on the basis of provided information for lack of plagiarism and/or during the evaluation of the dissertation paper, a member of the scientific panel establishes, or receives a written alert for, plagiarism under Art. 4, Para. 11 of DASRBA, the members of the scientific panel are obliged to give in their reviews and opinions an opinion on the presence or absence of plagiarism in the dissertation paper submitted for evaluation. The secretary of the scientific panel shall notify the candidate to the e-mail address indicated in the application under Art. 76, Para. 2, item 1 within 1 working day from the establishment of the plagiarism by a member of the scientific panel or the receipt of a written alert. The candidate may present his/her opinion within 3 working days through the secretary of the scientific panel.

**Art. 81.** (1) In the cases under Art. 80, Para. 6 the scientific panel shall take a decision regarding the presence or absence of plagiarism, which shall be adopted by a simple majority. The decision is taken within a period not longer than 7 days after the deadline for submission of reviews and opinions.

(2) The candidate for acquiring the science degree “Doctor of Sciences” shall not be admitted to defence of dissertation paper if the scientific panel has taken a decision for presence of plagiarism in the evaluated paper.

(3) A candidate who has not been admitted to defence under Paras. 1 and 2 shall be notified to the e-mail address indicated in the application not later than one working day after the decision of the panel under Paras. 1 and 2.

(4) The decision of the scientific panel may be challenged before the faculty (scientific) council within 7 days from the notification of the candidate.

(5) The faculty (scientific) council shall take a decision by a majority under **Art. 6**, Para.

1 for the presence or absence of plagiarism, resp. for admission of the candidate to participate in the competition within 14 days from the application of the candidate.

**Art. 82.** (1) The scientific panel shall hold an open session for the defence of the dissertation paper of the candidate, who has been admitted to defence, within one month after the publication of the abstract, the reviews and the opinions.

(2) For conducting the defence Art. 71, Para. 2 shall be applied.

(3) A dissertation, which has received at least four positive marks at its defence, shall be considered successfully defended.

(4) The unsuccessfully defended dissertation shall be returned for revision. If the applicant wishes, not later than one year after the date of return, a new procedure for defence shall be opened under Art. 76 of these Rules. The second defence procedure is final.

**Art. 83.** (1) The defence of a dissertation for obtaining the science degree “Doctor of Sciences” shall be conducted publicly in Bulgarian.

(2) A foreign citizen, who has prepared a dissertation in a foreign language, may defend it in that language upon fulfillment of the conditions under Art. 72, Para. 2.

**Art. 84.** (1) The science degree “Doctor of Sciences” shall be acquired from the day, in which the dissertation paper is successfully defended.

(2) The science degree “Doctor of Sciences” shall be certified with a diploma, which shall be issued in Bulgarian, and upon a request by the person, an appendix shall be issued in English.

(3) The diploma for the acquired science degree “Doctor of Sciences” shall be issued by SU “St. Kliment Ohridski” within 14 days from the date of the defence.

(4) The diploma under Para. 2 is issued by SU “St. Kliment Ohridski” according to a uniform template, approved by the Minister of Education and Science and sent for registration in the Ministry of Education and Science through NCID within 3 days after its issuance.

**Art. 85.** All other conditions being equal, the persons who have acquired the science degree “Doctor of Sciences” shall have a privilege when taking academic positions at SU “St. Kliment Ohridski”.

## **Chapter Three** **HOLDING OF ACADEMIC POSITIONS**

### *Section I* *General provisions*

**Art. 86.** (1) The academic positions in SU “St. Kliment Ohridski” are opened under the conditions and the procedure, determined by the Higher Education Act, DASRBA, the Rules on the structure and the activity of the Sofia University “St. Kliment Ohridski” and these Rules. The specific requirements for holding relevant positions are determined by the Academic Council on the proposal of the relevant faculty councils and are an integral part of these Rules.

(2) Announcement of a competition for holding an academic position shall be made by a decision of the Academic Council on the basis of a proposal of the primary unit, approved by the faculty council, when for the competition are provided at least 270 academic hours (equivalent to exercises), of which at least 180 hours in a bachelor’s EQD (or a master’s EQD for regulated professions), of which at least 90 hours in mandatory subjects or in proportion to the minimum defined above when announcing a part-time competition, as well as for academic positions under main employment contract in the institutes under Art. 26b, Para. 2 of the Higher Education Act. When including hours for master’s EQD in the workload of the competition, the hours for each of the planned disciplines are calculated as the arithmetic mean of the hours reported for the discipline in individual reports during the last 5 academic years.

(3) Pursuant to § 3 of the additional provisions of RIDASRBA, the ratio of 15:30: 35:20 is defined in SU “St. Kl. Ohridski” of those holding academic positions “Assistant Professor”, “Chief Assistant Professor”, “Associate Professor” and “Professor”.

(4) Every year until October 30<sup>th</sup> the faculty councils shall propose to the Academic Council, on the basis of financial justification, a plan for announcing competitions for the holding of academic positions in the next calendar year.

(5) Competitions for holding academic positions shall be announced according to a schedule adopted by a decision of the Academic Council.

(6) An academic position shall be held under an employment contract.

(7) Upon termination of the employment contract through no fault of the habilitated person, all personal rights arising from the respective academic position shall be preserved, including the right to participate in scientific panels, determined under this Act.

(8) Persons who hold academic positions shall be subject to periodic attestation not less than once in 5 years under a procedure determined in the Higher Education Act and the Rules on the structure and activity of SU “St. Kliment Ohridski”.

(9) The transfer from the academic position of Chief Assistant Professor, Associate Professor or Professor, held in another higher school or scientific organization, to the same or to the respective academic position at SU “St. Kliment Ohridski” can be done without a competition but with a selection under the conditions and the procedure specified in Section VI.

(10) A person may apply for holding academic position in the professional field 7.6 “Sports” or in the area of higher education 8. “Arts” if he/she has artistic or sports achievements specific for the respective area.

(11) Persons holding an academic position at the University may be transferred to the

respective position from one unit to another without a competition.

(12) The additional requirements to the candidates for holding academic positions in the Faculty of Physics of SU “St. Kliment Ohridski” in the professional field 4.1. Physical sciences are defined in Annex No 2, which is an integral part of these Rules.

(13) Candidates for academic positions in the professional field 3.6. “Law” must have a master’s degree in “Law”.

(14) Candidates for holding the positions „lecturer“ and “senior lecturer” take place in a selection.

## ***Section II***

### ***Terms and procedure for holding the academic position of Assistant Professor***

**Art. 87.** (1) The position “Assistant Professor” in SU “St. Kliment Ohridski” is hold on the basis of a competition for a fixed-term employment contract under the terms and conditions of the Labour Code.

(2) A doctoral student who is taken out with the right of defence, but who has not yet completed the procedure for defence of his/her dissertation, may be appointed to the position of “Assistant Professor”. The appointment on employment contract for a period not exceeding two years is made by the Rector of SU “St. Kliment Ohridski” at the proposal of the head of the primary unit in coordination with the head of the accepting structural unit.

**Art. 88.** (1) The competition for the position “Assistant Professor” shall be announced in a central daily newspaper and on the Internet site of SU “St. Kliment Ohridski”, as well as on the European portal for career development of scientists.

(2) The announcement shall indicate: SU “St. Kliment Ohridski”, faculty, department, professional field, place and nature of work, requirements for the position, the manner of conducting the competition, the necessary documents, the place and deadline for their submission and other conditions for participation in the competition.

(3) The primary unit shall prepare a questionnaire for the examination. The questionnaire approved by the Dean of the Faculty is presented together with the announcement for the competition.

**Art. 89.** (1) For admission to participation in a competition for Assistant Professor an application form shall be submitted, to which shall be attached:

1. curriculum vitae
2. diploma for higher education, educational qualification degree “Master” and the appendix to it - in their original for verification and one copy of them;
3. diploma for the educational and science degree “Doctor”, if the candidate has such degree - in its original for verification and one copy;
4. certificate for work experience in the given specialty;
5. list of publications, inventions and other scientific-applied results.

(2) The term for submission of documents for participation in the competition shall be not less than two months from the date of the announcement.

**Art. 90.** Those who have acquired the scientific titles of “Associate Professor” and “Professor” under the repealed Science Degrees and Scientific Titles Act may not apply for the academic position of “Assistant Professor” in SU “St. Kliment Ohridski”.

**Art. 91.** (1) The candidates shall be admitted to participation in the competition by a commission appointed by the Rector, which shall check the conformity of the submitted documents with the requirements in the announcement, for which a protocol shall be drawn up. The minutes shall be signed by all members.

(2) The commission shall notify in writing the reasons for its refusal to the ineligible candidates within 7 days. Within 3 days from the announcement, they can make a written objection to the Rector. The Rector shall rule on the appeal within 7 days of its receipt. The decision of the Rector is final.

(3) The chairperson of the commission shall notify in writing the admitted candidates to the e-mail addresses indicated by them in their application under Art. 89, Para. 1 for the date, time and place for conducting the competitive exam, and shall provide them with a questionnaire for the exam, prepared by the primary unit and approved by the Dean of the respective faculty.

**Art. 92.** The competitive examination shall be conducted by a commission appointed by the Rector consisting of three habilitated persons or doctors of sciences in the respective scientific area, and if possible - also in the respective professional field. A proposal for the composition of the commission is made by the primary unit, for the needs of which the competition has been announced, and is approved by the Faculty Council, respectively by the Council of the Department.

**Art. 93.** (1) The competitive examination shall be written and oral. Only candidates who in the written examination have received an arithmetic mean grade of at least “very good” (4.50) are admitted to the oral exam.

(2) The grade shall be formed as an arithmetic mean of the scores from the individual members of the commission, expressed explicitly. Scores are formed with an accuracy of 0.25.

(3) The examination commission shall rank the participants according to the result from the examinations. Only candidates who have received an arithmetic mean grade of at least “very good” (5.00) from the written and oral exams are included in the ranking. The minutes shall be signed by the chairperson and the members of the commission.

(4) All candidates shall be notified in writing to the e-mail addresses indicated by them in their application for the result of the conducted competitive examination.

**Art. 94.** (1) The employment relationship shall arise with the person, ranked first, from the day, in which the chairperson of the commission has notified him/her in writing to the e-mail address indicated by him/her in his/her application of the result of the conducted competitive examination.

(2) The person with whom the employment relationship has arisen shall be obliged to start working within 2 weeks from the receipt of the notification. For valid reasons, this period is up to 3 months.

(3) If the person does not go to work within the term under Para. 2, the employment relationship shall be deemed not to have arisen. In this case, the employment relationship arises with the next person in the ranking who has passed the competition, for which he/she is notified in writing to the e-mail address specified by him/her in his/her application.

(4) Before starting work, an additional agreement shall be concluded between the Rector and the Assistant Professor who has won the competition, which shall determine the remuneration and other conditions in connection with the performance of the work.

(5) The fulfillment of the obligations under the employment relationship shall begin with the commencement of work.

**Art. 95.** (1) The employment contract with the person, appointed to the position “Assistant Professor” shall be for a term not longer than four years.

(2) The person who holds the position “Assistant Professor” shall undertake actions, within the term of the contract, for acquisition of educational and science degree “Doctor”.

(3) After the expiration of the term of the contract a new fixed-term employment contract with the same person may not be concluded.

### ***Section III***

#### ***Terms and procedure for holding the academic position of Chief Assistant Professor***

**Art. 96.** (1) The academic position “Chief Assistant Professor” may be hold by a person who meets the minimum national requirements for the respective scientific area and/or professional field, and the additional requirements of SU “St. Kliment Ohridski”, and holds the educational and science degree “Doctor” on the basis of competition and selection.

(2) For the specialties of the regulated professions the educational and science degree “Doctor” must correspond to the announced competition.

(3) Those who have acquired the scientific titles “Associate Professor” and “Professor” under the repealed Science Degrees and Scientific Titles Act may not appear in a competition for the academic position of “Chief Assistant Professor”.

**Art. 97.** (1) The candidates for holding the academic position “Chief Assistant Professor” shall be evaluated according to the following requirements, if they are applicable for the respective area:

1. educational work:

(a) auditorium and out-of-auditorium classes, incl. use of e-learning;

(b) work with students and doctoral students, incl. co-operation with students in research and creative projects;

2. research and/or creative work:

(a) research work - participation in research projects completed with scientific results;

(b) creative work - creation of works of art with national recognition; membership in a creative organization;

(c) scientific publications - printed as well as electronic scientific publications, including in the scientific electronic archive of SU “St. Kliment Ohridski” ;

(d) creative performances - at least one creative performance at an internationally recognized forum;

(e) work on a curriculum or a course.

(2) For the scientific specialties in the field of arts, the artistic work may be evaluated instead of the research work.



**Art. 98.** The competition is announced in the State Gazette, on the European portal for career development of scientists and on the website of SU “St. Kliment Ohridski” on the basis of a decision of the Academic Council on the proposal of the Faculty, respectively of the Council of the Department. The announcement shall indicate the place and the term for the submission of the documents under **Art. 99**, as well as other conditions for participation in the competition.

**Art. 99.** (1) The candidates for participation in the competition for academic position “Chief Assistant Professor” shall submit an application for admission and the following documents:

1. curriculum vitae
2. diploma for higher education and the appendix to it - in their original for verification and one copy of them;
3. diploma for the educational and science degree “Doctor” - in its original for verification and one copy;
4. medical certificate;
5. certificate of criminal record, certifying the absence of imposed punishment “deprivation of the right to practice a certain profession or activity”;
6. certificate of work experience in the specialty, if any;
7. list of publications, inventions and other scientific-applied results;
8. list of publications, conferences, projects and scientific manuals, generated by the “Authors” system, in the cases when the candidate already holds an academic position in SU “St. Kliment Ohridski”.
9. information according to a template for the implementation of the respective minimum national requirements for the respective scientific area and the additional requirements of SU “St. Kliment Ohridski”, to which the necessary evidence is attached.
10. information about the circumstances under Art. 97 with appropriate evidence (with inventory and appendices).

(2) All documents shall be also submitted in pdf format on 6 digital media.

(3) The term for submission of documents for participation in the competition shall be not less than two months from the date of the announcement in the State Gazette.

**Art. 100.** (1) The competition shall be conducted by a scientific panel consisting of five habilitated persons. At least two of the members of the panel shall be external to SU “St. Kliment Ohridski”. A member of the panel who is internal to SU “St. Kliment Ohridski” shall be appointed as the chairperson of the panel.

(2) The composition of the scientific panel shall be determined not later than two months from the announcement of the competition in the State Gazette.

(3) The scientific panel shall be determined by an order of the Rector of SU “St. Kliment Ohridski” at the proposal of the primary unit and after its approval by the faculty (scientific) council.

(4) Within 7 days from the issuance of the order of the Rector, the candidates may get acquainted with the order in the Dean’s Office of the main unit and request replacement of a member of the panel under Art. 6, Para. 12 of these Rules.

(5) The faculty (scientific) council shall decide on the request not later than 14 days after the expiration of the term for submission of a request for replacement of a member of the panel. Within 7 days from the decision of the faculty (scientific) council, the Rector issues a new order for approval of the composition of the scientific panel.

**Art. 101.** (1) The candidates, who meet the legal requirements, including the minimum national requirements and the additional requirements of SU “St. Kliment Ohridski” shall be allowed to participate in the competition for holding the academic position “Chief Assistant Professor”.

(2) The eligibility requirements with the exception of the minimum national requirements and the additional requirements of SU “St. Kliment Ohridski” are checked by a commission, which includes the head of the accepting structural unit, for the needs of which the competition is held, and the head of the primary unit, which has made the proposal for the competition. The chairperson and the other members of the commission, as well as their total number are determined by an order of the Rector of SU “St. Kliment Ohridski”, issued on a proposal of the head of the accepting structural unit no later than the expiration of the deadline for submission of documents. The commission shall take a decision for admission of the candidates within 3 working days from the expiration of the term for submission of documents. The commission draws up a protocol for the admission of the candidates to participate in the competition, which is signed by all members.

(3) The compliance with the minimum national requirements and with the additional requirements of SU “St. Kliment Ohridski” is checked by the scientific panel.

(4) When, during the evaluation of the publications of the candidates, a member of the scientific panel establishes, or receives a written alert for, plagiarism under Art. 4, Para. 11 of DASRBA, the members of the scientific panel are obliged to give an opinion on the presence or absence of plagiarism in the publications submitted for evaluation. The secretary of the scientific panel shall notify the candidate to the e-mail address indicated by him/her in his/her application under Art. 99, Para. 1 within 1 working day from the establishment of the plagiarism by a member of the scientific panel or the receipt of a written alert. The candidate may present his/her opinion within 3 working days through the secretary of the scientific panel.

(5) In the cases under par. 4, the scientific panel shall rule with a decision, which shall be adopted by a simple majority, regarding the presence or absence of plagiarism. The decision shall be taken within the term under Para. 6. The candidate is not allowed to participate in the competition when the scientific panel has decided on the presence of plagiarism in the evaluated papers.

(6) All candidates shall be notified in writing to the e-mail addresses indicated by them in their application under Art. 99, Para. 1 by the chairperson of the scientific panel for the result of the admission procedure within 14 days after the nomination of the panel, and the reasons for the refusal shall be communicated to the ineligible candidates.

(7) The admitted candidates shall be notified in writing to the e-mail addresses indicated by them in their application for the date, time and place of conducting the competition within the term under Para. 6.

**Art. 102.** (1) In the cases of non-admission to participation in the competition on the basis of a decision of the commission under Art. 101, Para. 2, the ineligible candidates may appeal the refusal to the Rector within 3 days from the notification of the candidate to the e-mail address indicated by him/her in his/her application. The Rector shall rule on the appeal within 7 days of its receipt. The decision of the Rector is final.

(2) In the cases of non-admission to participation in the competition on the basis of a decision of the scientific panel under Art. 101, Para. 3 and Para. 5, the decision of the scientific panel may be challenged before the faculty (scientific) council within 7 days from the notification of the candidate.

(3) The faculty (scientific) council shall take a decision by a majority under Art. 6 Para. 1 for the presence or absence of plagiarism, respectively for admitting the candidate to participate in the competition within 14 days from the application of the candidate.

**Art. 103.** (1) The competition shall be conducted on the basis of the documents not later than one month from sending the notification under Art. 101 Para. 6.

(2) Each member of the panel evaluates the candidates with positive or negative evaluation.

(3) Each member of the panel evaluates the candidates separately on the basis of fulfillment of the minimum national requirements and of the additional requirements of SU “St. Kliment Ohridski”, and the members of the panel review the results and the contributions and evaluate each candidate positively or negatively. The evaluation of each member of the panel is written and motivated.

(4) 1. At their first meeting the members of the scientific panel shall decide on 5 topics from the educational content of the disciplines, corresponding to the announced competition, which shall be submitted to the candidates. 2. At the beginning of the final meeting, the candidates make a short presentation on a topic of their choice, corresponding to the announced competition, and answer questions from the members of the panel.

**Art. 104.** (1) The chairperson of the panel shall present a summarized report-conclusion on the results of the competition not later than 7 days after its holding to the faculty (scientific) council with a proposal for conducting a selection. The report shall also include the decision under Art. 101, Para. 3 for compliance with the minimum national requirements and with the additional requirements of SU “St. Kliment Ohridski” and Para. 5 for the presence, respectively the absence of plagiarism. The report is signed by all members of the panel.

(2) If there is more than one candidate, who has passed the competition, the panel shall make a motivated proposal for selection in its report to the faculty (scientific) council.

(3) The faculty (scientific) council shall make the selection not later than 14 days after the proposal of the panel. Only the members of the faculty council who are habilitated persons and the persons holding the educational and science degree “Doctor” and/or the science degree “Doctor of Sciences” take part in the voting.

(4) The decision under the preceding paragraph shall be taken by open vote and by a majority of more than half of the reduced composition of the members of the council with the right to vote under Para. 3. When determining the reduced composition, the persons on leave in case of temporary incapacity for work due to pregnancy, childbirth and adoption and for raising a small child or on a business trip abroad are excluded. The total number of these persons may not be more than a quarter of the number of persons with voting rights under Para. 3.

(5) The candidates, who have appeared at the competition, shall be notified in writing to the e-mail addresses indicated by them in their application of the result of the competition and the selection within 7 days after the meeting of the faculty (scientific) council.

(6) Within one month from the selection by the Faculty council, the Rector shall conclude with the selected candidate an employment contract or an additional agreement for amendment

of his/her employment relationship.

***Section IV***  
***Terms and procedure for holding the academic position of Associate Professor***

**Art. 105.** (1) The academic position “Associate Professor” shall be held by persons who:

1. have an educational and science degree “Doctor”, which for the specialties of the regulated professions must be of the same specialty;

2. not less than two years:

(a) have held the academic position of “Assistant Professor”, “Chief Assistant Professor”;

(b) or have been lecturers, including part-time, or members of a research team at the same or another higher education institution or research organization;

c) or have practiced artistic activity;

(d) or have been practitioners and have proven achievements in their field;

3. have submitted a published monographic paper or equivalent publications in specialized scientific publications in the field of the competition or evidence of corresponding artistic achievements in the field of arts, which shall not repeat those presented for the acquisition of educational and science degree “Doctor” and for the acquisition of the science degree “Doctor of Science”;

4. meet the minimum national requirements for the respective scientific area and/or professional field and the additional requirements of SU “St. Kliment Ohridski” ;

5. do not have plagiarism in the scientific papers proven under statutory procedure.

(2) The academic position “Associate Professor” shall be held on the basis of competition and selection.

(3) A competition for holding the academic position “Associate Professor” shall be opened, if the respective teaching load under **Art. 86**, Para. 2 can be provided.

**Art. 106.** The competition is announced in the State Gazette and on the website of SU “St. Kliment Ohridski”, as well as on the European portal for career development of scientists, based on a decision of the Academic Council on the proposal of the faculty (scientific) council. The announcement shall indicate: the place and the term for the submission of the documents under Art. 107, as well as other conditions for participation in the competition.

**Art. 107.** (1) The candidates for participation in the competition for academic position “Associate Professor” shall submit an application for admission and the following documents:

1. curriculum vitae;

2. diploma for higher education and the appendix to it - in their original for verification and 1 copy of them

3. diploma for the educational and science degree “Doctor” - in its original for verification and 1 copy;

4. diploma for the science degree “Doctor of Sciences”, if the candidate has one - in its original for verification and 1 copy;

5. document for scientific title or academic position - in its original for verification and 1 copy;

6. certificate for work experience in the specialty;

7. Documents proving the fulfillment of the requirements under Art. 105, Para. 1, item 2 (official notes and certificates from an employer, project manager, financing organization or assignor of a project, references and reviews, awards and other appropriate evidence);

8. medical certificate, certifying his/her mental and physical health - original;

9. certificate of criminal record, certifying the lack of imposed punishment “deprivation of the right to practice a certain profession or activity” - original;

10. list of publications, inventions and other scientific- applied results:

a. list of all publications;

b. list of publications submitted for participation in the competition

11. list of publications, conferences, projects and scientific manuals, generated by the “Authors” system, in cases when the candidate already holds an academic position in SU “St. Kliment Ohridski”

12. information according to a template for fulfillment of the minimum national requirements for the respective scientific area and the additional requirements of SU “St. Kliment Ohridski”, to which the necessary evidence is attached;

13. information on the citations with full bibliographic description of the cited and the citing publications;

14. information on the original scientific contributions, to which the respective evidence is attached.

15. Information on the indicators under Art. Art. 112, Para. 2 with appropriate evidence (with inventory and appendices);

16. Scientific papers submitted for participation in the competition, structured and numbered according to the list under item 10b;

17. Summaries of reviewed publications in Bulgarian and in one of the languages traditionally used in the relevant scientific area (in one document);

18. Copy of the announcement in the State Gazette.

(2) All documents shall be also submitted in pdf format on 8 digital media.

**Art. 108.** (1) The competition for holding the academic position “Associate Professor” shall be conducted by a scientific panel consisting of seven habilitated persons. At least three of the members of the panel are external to SU “St. Kliment Ohridski” and at least three are professors. An internal to SU “St. Kliment Ohridski” member of the panel is appointed as the chairperson of the panel.

(2) The composition of the scientific panel shall be determined not later than two months from the announcement of the competition in the State Gazette.

(3) The scientific panel shall be appointed by an order of the Rector of SU “St. Kliment Ohridski” on the proposal of the primary unit and after its approval by the faculty (scientific) council.

(4) Within 7 days from the issuance of the order of the Rector the candidates may get

acquainted with the order in the dean's office of the main unit and may request replacement of a member of the panel under Art. 6, Para. 12 of these Rules.

(5) The faculty (scientific) council shall decide on the request not later than 14 days after the expiration of the term for submission of a request for replacement of a member of the panel. Within 7 days from the decision of the faculty (scientific) council, the Rector issues a new order for approval of the composition of the scientific panel.

**Art. 109.** (1) The persons who meet the conditions of Art. 105, Para. 1, including the minimum national requirements and the additional requirements of SU "St. Kliment Ohridski", are admitted to evaluation.

(2) The eligibility requirements with the exception of the minimum national requirements and the additional requirements of SU "St. Kliment Ohridski" are checked by a commission, which includes the head of the accepting structural unit, for the needs of which the competition is held, and the head of the primary unit, which has made the proposal for the competition. The Chairperson and the other members of the commission, as well as their total number are determined by an order of the Rector of SU "St. Kliment Ohridski" issued not later than the expiration of the term for submission of documents on the proposal of the head of the accepting structural unit. The commission decides on the admission of the candidates within 3 working days. For the admission of the candidates to participate in the competition the commission draws up a protocol, which is signed by all members.

(3) The compliance with the minimum national requirements and with the additional requirements of SU "St. Kliment Ohridski" is checked by the scientific panel.

(4) Within 14 days after the expiration of the term for submission of documents the scientific panel shall take a decision for the admission of the candidates for evaluation and shall appoint two reviewers for the admitted candidates, of which reviewers at least one shall hold the academic position "Professor". The other members of the panel prepare opinions.

(5) All candidates shall be notified in writing by the chairperson of the scientific panel to the e-mail addresses indicated by them in their applications under Art. 107, Para. 1 of the result of the admission procedure within 14 days after the nomination of the panel, and the reasons for the refusal shall be communicated to the ineligible candidates.

(6) The admitted candidates shall be notified in writing to the e-mail addresses indicated by them in their applications of the date, time and place of holding the final meeting of the scientific panel within the term under Para. 4.

**Art. 110.** (1) In the cases of non-admission to participation in the competition on the basis of a decision by the commission under Art. 109, Para. 2, the ineligible candidates may appeal the refusal before the Rector within 3 days from the notification under Art. 109, Para. 6. The Rector shall rule on the appeal within 7 days of its receipt. The decision of the Rector is final.

(2) In the cases of non-admission to participation in the competition on the basis of a decision of the scientific panel under Art. 109, Para. 3, the ineligible candidates may challenge the decision under the procedure in Art. 111, Para. 6.

**Art. 111.** (1) The members of the scientific panel shall submit to the secretary of the scientific panel their reviews and opinions in Bulgarian and in one of the languages, which are traditionally used in the respective scientific area, within two months from their nomination for the scientific panel.

(2) The reviews and opinions shall end with a positive or negative conclusion for

selection.

(3) Not less than 15 days before the final meeting of the scientific panel on the website of SU “St. Kliment Ohridski” shall be published the summaries prepared by the participants in the procedure of their papers, as well as the reviews and opinions of the members of the panel, including the decision under Para. 5. The materials shall be published under the procedure in Art. 6, Para. 23 of these Rules.

(4) The scientific panel shall conduct the competition within 6 months from the announcement in the State Gazette.

(5) When during the evaluation of the publications of the candidates a member of the scientific panel establishes, or receives a written alert for, plagiarism under Art. 4, Para. 11 of DASRBA, the members of the scientific panel must give an opinion on the presence or absence of plagiarism in the publications submitted for evaluation, and the scientific panel shall take a decision by a simple majority not later than the expiration of the term under Para. 3. The secretary of the scientific panel shall notify the candidate to the e-mail address indicated by him/her in his/her application under Art. 107, Para. 1 within 1 working day from the establishment of the plagiarism by a member of the scientific panel or the receipt of a written alert. Within 3 working days the candidate may present his/her opinion through the secretary of the scientific panel.

(6) The decision of the scientific panel under Para. 5 may be challenged before the faculty (scientific) council within 7 days from the notification of the candidate.

(7) The faculty (scientific) council shall take a decision by a majority under Art. 6, Para. 1 for the presence or absence of plagiarism within 14 days from the application of the candidate.

(8) In case of a decision of the Faculty (scientific) council for the presence of plagiarism, the candidate shall not be admitted to evaluation.

**Art. 112.** (1) The scientific panel shall evaluate the candidates for holding the academic position “Associate Professor” according to the fulfillment of the conditions under Art. 105, Para. 1 and in accordance with the results of the inquiries under Art. 107, Para. 1, items 12-14.

(2) All conditions under Para. 1 being equal, the scientific panel shall also take into account the general assessment obtained from the assessment of these of the following additional indicators, which are applicable to the respective area:

1. related to educational activity:

(a) auditorium and out-of-auditorium classes; innovations in teaching methods, providing classes in a practical environment outside the university or scientific organization;

(b) work with students and doctoral students, including cooperation with students and doctoral students in research and artistic projects;

2. related to research activity:

(a) membership of an authoritative creative and/or professional organization in the relevant scientific area;

(b) applied in practice results of scientific research; inventions and other intellectual property products;

3. related to artistic or sports activity:

(a) participation in projects; membership in a creative or sports organization;

(b) creation of works of art or sport achievements of international recognition.

(3) Regarding the scientific specialties in the field of arts, instead of the research activity, the artistic activity may be evaluated.

(4) At the beginning of the final session the candidates shall make a short presentation on a topic chosen by them and corresponding to the announced competition, and shall respond to the remarks indicated in the reviews and opinions, as well as to the questions addressed to them by the members of the scientific panel.

**Art. 113.** (1) The panel shall rank the candidates by open vote and shall propose them for selection by the faculty (scientific) council. Within 7 days from the meeting of the panel it shall submit to the Faculty council (scientific council) a motivated proposal, which is prepared by the chairperson of the scientific panel and signed by all members.

(2) The faculty (scientific) council shall take a decision for selection of “Associate Professor” on the proposal of the scientific panel. The selection shall be made no later than one month after the receipt of the proposal. Only the members of the faculty council who are habilitated persons and the persons holding the educational and science degree “Doctor” and/or the science degree “Doctor of Sciences” take part in the voting.

(3) The decision under the preceding paragraph shall be taken by open vote and by a majority of more than half of the reduced composition of the members of the council with the right to vote under Para. 2. When determining the reduced composition, the persons on leave in case of temporary incapacity for work due to pregnancy, childbirth and adoption and for raising a small child or on a business trip abroad are excluded. The total number of these persons may not be more than a quarter of the number of persons with voting rights under Para. 2.

(4) The faculty (scientific) council may, with a motivated decision, reject the proposal made by the scientific panel on the basis of the statements made.

(5) Within 7 days after the selection, each of the candidates admitted to participate in the competition shall be notified of the result in writing by the Dean to the e-mail addresses indicated by the candidates in their applications.

**Art. 114.** (1) The employment relationship with the selected candidate shall arise from the date of approval of the selection by the Rector. Within the term under Art. 62 (3) of the Labour Code, the Rector of SU concludes an employment contract or an additional agreement with the selected candidate.

(2) The selected Associate Professor delivers a public academic lecture to the academic community at SU “St. Kliment Ohridski”.

## ***Section V***

### ***Terms and procedure for holding the academic position of Professor***

**Art. 115.** (1) The academic position “Professor” shall be held by a person, who:

1. has the educational and science degree “Doctor” which, for the specialties of the regulated professions, must be from the same specialty;

2. has held the academic position of “Associate Professor” at SU “St. Kliment Ohridski” or in another higher school or scientific organization for not less than two academic years or not less than five years:



(a) has been a lecturer, including part-time, or a member of a research team at SU “St. Kliment Ohridski” or in another higher school or scientific organization;

(b) or has practiced artistic activity;

(c) or has been a practitioner with proven track record in the relevant area;

3. has submitted a published monographic paper or equivalent publications in specialized scientific publications in the field of the competition or evidence of corresponding artistic achievements in the field of arts, which do not repeat those presented for obtaining the educational and science degree “Doctor”, the science degree “Doctor of Science” and for holding the academic position “Associate Professor”;

4. has presented other original research papers, publications, inventions and other scientific and applied scientific works or artistic achievements, which are evaluated as a whole;

5. meets the minimum national requirements under Art. 2b, Paras. 2 and 3 of DASRBA, respectively the additional requirements of SU “St. Kliment Ohridski” :

(a) A candidate for the competition for “Professor”, announced for the needs of FMI-SU, who is entered in the Register of Academic Staff in the Republic of Bulgaria with the individual numerical values of his/her scientometric indicators for minimum national requirements (MNR) for the position of “Associate Professor”, submits :

(i) information on the implementation of the MNR under Art. 2b of DASRBA for “Professor”;

(ii) declaration according to a template that the achievements in the attached information do not replicate the achievements used by the applicant in previous procedures.

(b) A candidate for the competition for “Professor”, announced for the needs of FMI-SU, who is not entered in the Register of Academic Staff in the Republic Bulgaria with the individual numerical values of his/her scientometric indicators for minimum national requirements (MNR) for the position of “Associate Professor”, submits:

(i) information on the implementation of the MNR under Art. 2b of DASRBA for “Professor”;

(ii) information on the implementation of the MNR under Art. 2b of DASRBA for “Associate Professor”, in which the mentioned achievements do not duplicate those of the information for “Professor”;

(iii) declaration according a template that the achievements in the attached information do not replicate the achievements used by the applicant in previous procedures;

6. there is no plagiarism in the scientific papers proven under statutory procedure.

7. has not reached the age of 65;

8. does not have an extended employment contract under § 11 of the Transitional and Final Provisions of the Higher Education Act.

(2) If the candidates have not held the academic position “Associate Professor”, they must submit another published monographic paper or equivalent publications in specialized scientific publications or relevant evidence of artistic achievements in the field of arts, which shall not repeat those submitted for the acquisition of the educational and science degree “Doctor” and the science degree “Doctor of Sciences”.

(3) The academic position “Professor” shall be held on the basis of competition and

selection.

(5) A competition for holding the academic position “Professor” shall be opened if the respective teaching load can be ensured Art. 86, Para. 2.

**Art. 116.** The competition is announced in the State Gazette and on the website of SU “St. Kliment Ohridski”, as well as on the European portal for career development of scientists, based on a decision of the Academic Council on the proposal of the faculty (scientific) council. The announcement shall indicate: the place and the term for the submission of the documents under **Art. 117**, as well as other conditions for participation in the competition.

**Art. 117.** (1) Candidates for participation in the competition for academic position “Professor” shall submit an application for admission and the following documents:

1. curriculum vitae
2. diploma for higher education and the appendix to it - in their original for verification and 1 copy of them;
3. diploma for the educational and science degree “Doctor” - in its original for verification and 1 copy;
4. diploma for the science degree “Doctor of Sciences”, if the candidate has one - in its original for verification and 1 copy;
5. document for scientific title or academic position - in its original for verification and 1 copy;
6. certificate for work experience in the specialty;
7. Documents proving the fulfillment of the requirements under Art. 115, Para. 1, item 2 (official notes and certificates from an employer, project manager, financing organization or assignor of a project, references and reviews, awards and other appropriate evidence at the discretion of the candidate);
8. medical certificate, certifying his/her mental and physical health – in original;
9. certificate of criminal record, certifying the lack of imposed punishment “deprivation of the right to practice a certain profession or activity” – in original;
10. list of publications, inventions and other scientific applied results:
  - a. list of all publications;
  - b. list of publications submitted for participation in the competition
11. list of publications, conferences, projects and scientific manuals, generated by the “Authors” system in the cases when the candidate already holds an academic position at SU “St. Kliment Ohridski”
12. an information according to a template on fulfillment of the minimum national requirements for the respective scientific area and the additional requirements of SU “St. Kliment Ohridski”, to which the necessary evidence and a declaration according to a template are attached (in the cases of Art. 115, para 1, item 5 (a) and (b));
13. information on the citations with full bibliographic description of the cited and the citing publications;
14. information on the original scientific contributions, to which the respective evidence is attached;

15. Information on the indicators under Art. 122, Para. 2 with appropriate evidence (with inventory and appendices);

16. Scientific papers submitted for participation in the competition, structured and numbered according to the list under item 10b;

17. Summaries of reviewed publications in Bulgarian and in one of the languages traditionally used in the relevant scientific area (in one document);

18. Copy of the announcement in the State Gazette.

(2) All documents shall be also submitted in pdf format on 8 digital media.

**Art. 118.** (1) The competition for holding the academic position “Professor” shall be conducted by a scientific panel consisting of seven habilitated persons. At least three of the members of the panel are external to SU “St. Kliment Ohridski” and at least four are professors. An internal to SU “St. Kliment Ohridski” member of the panel shall be appointed as the chairperson of the panel. Three reviews and four opinions shall be prepared.

(2) The composition of the scientific panel shall be determined not later than two months from the announcement of the competition in the State Gazette.

(3) The scientific panel shall be determined by an order of the Rector of SU “St. Kliment Ohridski” at the proposal of the primary unit and after its approval by the faculty (scientific) council.

(4) Within 7 days from the issuance of the order of the Rector the candidates may get acquainted with the order in the dean’s office of the main unit and request replacement of a member of the panel under Art. 6, Para. 12 of these Rules.

(5) The faculty (scientific) council shall take a decision on the request not later than 14 days after the expiration of the term for submission of a request for replacement of a member of the panel. Within 7 days from the decision of the faculty (scientific) council, the Rector issues a new order for approval of the composition of the scientific panel.

**Art. 119.** (1) The persons who meet the conditions of Art. 115, Para. 1 and 2, including the minimum national requirements and the additional requirements of SU “St. Kliment Ohridski” shall be admitted to evaluation.

(2) The eligibility requirements with the exception of the minimum national requirements and the additional requirements of SU “St. Kliment Ohridski” are checked by a commission, which includes the head of the accepting structural unit, for the needs of which the competition is held, and the head of the primary unit, which has made the proposal for the competition. The Chairperson and the other members of the commission, as well as their total number are determined by the order of the Rector of SU “St. Kliment Ohridski” issued not later than the expiration of the term for submission of documents on the proposal of the head of the accepting structural unit. The commission decides to admit the candidates within 3 working days. The commission draws up a protocol for the admission of the candidates to participate in the competition, which is signed by all members.

(3) The compliance with the minimum national requirements and with the additional requirements of SU “St. Kliment Ohridski” is checked by the scientific panel.

(4) Within 14 days after the expiration of the term for submission of documents the scientific panel shall take a decision for admission of the candidates for evaluation and shall appoint for the admitted candidates three reviewers, of which at least one shall hold the academic position “Professor”. The other members of the panel prepare opinions.

(5) All candidates shall be notified in writing by the chairperson of the scientific panel to their e-mail addresses indicated in the applications under Art. 117, Para. 1 of the result of the admission procedure within 14 days after the determination of the panel, and the reasons for the refusal shall be communicated to the ineligible candidates.

(6) The admitted candidates shall be notified in writing to the e-mail addresses indicated in their applications of the date, time and place of holding the final meeting of the scientific panel within the term under Para. 4.

**Art. 120.** (1) In the cases of non-admission to participation in the competition on the basis of a decision by the commission under Art. 119, Para. 2 the ineligible candidates may appeal the refusal before the Rector within 3 days from the notification under Art. 119, Para. 6. The Rector shall rule on the appeal within 7 days of its receipt. The decision of the Rector is final.

(2) In the cases of non-admission to participation in the competition on the basis of a decision of the scientific panel under Art. 119, Para. 3, the ineligible candidates may challenge the decision under the procedure in Art. 121, Para. 6.

**Art. 121.** (1) The members of the scientific panel shall submit to the secretary of the scientific panel their reviews and opinions in Bulgarian and in one of the languages, which are traditionally used in the respective scientific area within two months from their nomination in the scientific panel.

(2) The reviews and opinions shall end with a positive or negative conclusion for selection.

(3) Not less than 15 days before the final meeting of the scientific panel on the website of SU “St. Kliment Ohridski” shall be published the summaries of the papers prepared by the participants in the procedure, as well as the reviews and opinions of the members of the panel, including the decision under Para. 5. The materials shall be published under the procedure in Art. 6, Para. 23 of these Rules.

(4) The scientific panel shall conduct the competition within 6 months from the announcement in the State Gazette.

(5) When during the evaluation of the publications of the candidates a member of the scientific panel establishes, or receives a written alert for, plagiarism under Art. 4, Para. 11 of DASRBA, the members of the scientific panel must give an opinion on the presence or absence of plagiarism in the publications submitted for evaluation, and the scientific panel takes a decision thereon by a simple majority not later than the expiration of the term under Para. 3. The secretary of the scientific panel shall notify the candidate to the e-mail address indicated in his/her application within 1 working day from the establishment of plagiarism by a member of the scientific panel or the receipt of a written alert. The candidate may present his/her opinion within 3 working days through the secretary of the scientific panel.

(6) The decision of the scientific panel under Para. 5 may be challenged before the faculty (scientific) council within 7 days from the notification of the candidate.

(7) The faculty (scientific) council shall take a decision by a majority under **Art. 6**, Para. 1 for the presence or absence of plagiarism within 14 days from the application of the candidate.

(8) In case of a decision of the Faculty (scientific) council for the presence of plagiarism, the candidate shall not be admitted to evaluation.

**Art. 122.** (1) The scientific panel shall evaluate the candidates for holding the academic position “Professor” according to the fulfillment of the conditions under Art. 115, Paras. 1 and

2 and in accordance with the information under Art. 117, Para. 1, items 12-14.

(2) All conditions under Para. 1 being equal, the scientific panel shall also take into account the general assessment obtained from the assessment of those of the following additional indicators which are applicable to the respective field:

1. related to educational activity:

(a) auditorium and out-of-auditorium classes - sharing experience in teaching and courses and supervision and consulting of colleagues; providing activities in a practical environment outside the respective higher school or scientific organization; teaching a specialty in a foreign language;

(b) activity with students and doctoral students, including guidance of doctoral students appointed to teaching positions in a higher school or scientific organization;

2. related to research activity:

(a) management of research projects; creation of a scientific group of lecturers; membership in an authoritative creative and/or professional organization in the respective scientific area; authoritative reviews; creation of a new field in science; established scientific school; lecturing at foreign universities;

(b) applied in practice results of scientific research; inventions and rationalizations;

3. related to artistic or sports activity:

(a) membership in a creative organization; established creative school; lecturing at foreign universities; artistic or sports performances, including creative or sports performances at internationally recognized forums;

(b) creation of works of art of international recognition.

(3) Regarding the scientific specialties in the field of arts the research activity may be replaced by artistic creation activity.

(4) At the beginning of the final session the candidates shall make a short presentation on a topic chosen by them and corresponding to the announced competition, and shall respond to the remarks indicated in the reviews and opinions, as well as to the questions addressed to them by the members of the scientific panel.

**Art. 123.** (1) The panel shall rank the candidates by open vote and shall propose them for selection by the faculty (scientific) council. Within 7 days from the final meeting of the scientific panel, its chairperson submits to the Faculty (scientific) council a reasoned proposal for selection, which is signed by all members of the panel.

(2) The faculty (scientific) council may rule on procedures for holding the academic position "Professor" only if at least one third of the members of the council with the right to vote are persons holding the academic position "Professor" or holding the science degree "Doctor of Sciences".

(3). ( is canceled, Academic Council on 21.10.2020, Protocol 1 )

(4) In case of impossibility to fulfill the condition under Para. 2 for participation in a specific procedure for holding the academic position "Professor", external members who meet the requirements under Para. 2 may also be involved by order of the Rector.

(5) The dean of the faculty (the chairperson of the scientific council) shall notify the persons under Paras. 3 and 4 according to the established procedure of the date, time and place of the meeting.

(6) The faculty (scientific) council shall make a decision for selection of a “Professor” on a proposal of the scientific panel. The selection shall be made no later than one month after the receipt of the proposal. Only the members of the extended composition of the faculty (scientific) council, who are habilitated persons, and the persons holding the educational and science degree “Doctor” and/or the science degree “Doctor of Sciences” take part in the voting.

(7) The decision under the preceding paragraph shall be taken by open vote and by a majority of more than half of the reduced composition of the members of the council with the right to vote under Para. 6. When determining the reduced composition, the persons on leave in case of temporary incapacity for work due to pregnancy, childbirth and adoption and for raising a small child or on a business trip abroad are excluded. The total number of these persons may not be more than a quarter of the number of persons with voting rights under Para. 6.

(8) The faculty (scientific) council may, with a motivated decision, reject the proposal made by the scientific panel on the basis of the statements made.

(9) Within 7 days after the selection, each of the candidates admitted to participate in the competition shall be notified of the result by the Dean in writing to the e-mail addresses indicated in their applications.

**Art. 124.** (1) The employment relationship with the selected candidate begins from the date of the approval of the selection by the Rector. Within one month from the selection, the Rector of SU “St. Kliment Ohridski” concludes an employment contract or an additional agreement with the selected candidate.

(2) The selected professor delivers a public academic lecture to the academic community at SU “St. Kliment Ohridski”.

## *Section VI*

### *Conditions and procedure for the transfer from an academic position in another higher school or scientific organization to the same or to a respective position in SU “St. Kliment Ohridski”*

**Art. 124a.** (1) In case of necessity of appointment of a new member of the academic staff in the respective professional field, proved in accordance with the requirements of Art. 86, Paras. 2 & 3, and the presence of a potential candidate meeting the requirements of Art. 124b, the primary unit proposes to the faculty (scientific) council to start a procedure under Art. 86, Para.9.

(2) In case of a positive decision of the faculty (scientific) council the primary unit shall notify the potential candidate.

**Art. 124b.** (1) A candidate for transfer from an academic position, held in another higher school or scientific organization, to the same or to a respective position in SU “St. Kliment Ohridski” must meet the minimum national requirements for this position in the respective professional field and must have scientific achievements, on the basis of which he/she has accumulated points regarding indicators from group D and group E, exceeding by at least 75 percent the minimum requirements at Sofia University “St. Kliment Ohridski” for holding this position in the respective main unit in the respective professional field.

(2) The qualities and the academic achievements of the candidate shall be proved with the same documents, which are required by these Rules for participation in a competition for holding the respective academic position.

(3) The information according to a template certifying the scientific achievements, required under Para. 1, shall also be checked by the relevant deputy dean.

**Art. 124c** (1) The applicant shall submit an application and the following documents:

1. curriculum vitae
2. a document for the academic position held in another higher school or scientific organization
3. information according to a template on the fulfillment of the minimum national requirements for the respective professional field
4. information according to a template on the scientific achievements of the candidate under group D and group E of the minimum national requirements, proving the fulfillment of the requirements under Art. 124b, Para. 1
5. list of publications, inventions and other scientific-applied results
6. information on the citations with full bibliographic description of the cited and the citing publications

(2) All documents shall be submitted electronically.

**Art. 124d** (1) When the submitted documents under Art. 124b. prove that the candidate meets the conditions of Art. 124b, within three months from the submission of the application under Art. 124b. the primary unit submits to the faculty (scientific) council a proposal for taking the academic position by the candidate.

(2) The proposal shall include evidence for the qualities and the academic achievements of the proposed candidate in accordance with Art. 124b.

(3) The selection shall be carried out by the faculty (scientific) council of a unit within three months from the receipt of the proposal of the primary unit. Only the members of the faculty council who are habilitated persons and the persons holding the educational and science degree “Doctor” and/or the science degree “Doctor of Sciences” take part in the voting.

(4) The decision under the preceding paragraph shall be taken by open vote and by majority of more than half of the composition of the members of the council with the right to vote under Para. 2, which is reduced on the grounds of Art. 36a of the Higher Education Act.

**Art. 124e** (1) The employment relationship with the selected candidate begins from the date of approval of the selection by the Rector. Within one month of the selection, the Rector of SU “St. Kliment Ohridski” concludes an employment contract or an additional agreement with the selected candidate.

(2) The selected Associate Professor or Professor shall give a public academic lecture to the academic community at SU “St. Kliment Ohridski”.

**Art. 124e.** The same or a respective academic position shall be transferred under the same procedure from a foreign higher school or scientific organization, which is recognized and accredited by the competent authorities of the foreign state.

## **Chapter Four CONTROL**

**Art. 125.** The Minister of Education and Science shall exercise control over the open and

unfinished procedures for acquiring a science degree, as well as for holding academic positions regarding their compliance with the requirements of DASRBA, the Regulations on its implementation and the rules of the higher schools, respectively of the scientific organizations, under the procedure of Art. 30-32 of DASRBA.

**Art. 126.** (1) In case of found violation the Minister of Education and Science shall have the right to suspend the defence of a dissertation, respectively the competition or the selection of a chief assistant professor, associate professor and professor. The suspension order shall specify a term for elimination of the violation and shall be communicated to the higher school or to the scientific organization.

(2) The suspension shall be one-time and for a period of up to one month.

(3) SU “St. Kliment Ohridski” shall eliminate the established violations and shall present evidence therefor within the term for elimination of the violation under Para. 1.

(4) The procedures for acquiring a science degree and for holding an academic position shall be resumed by an order of the Minister of Education and Science, if the violations have been eliminated.

(5) When the conditions under Para. 3 are present and the Minister has not issued an order for resumption after the expiration of the one-month term from the suspension, the procedure may be resumed by the Rector of SU “St. Kliment Ohridski”.

(6) In cases of established violation by the Commission for academic ethics and in case of non-elimination of the violations under Art. 30, Para. 2, items 1 and 2 of DASRBA, in case of non-presentation of the respective evidences within the term under Para. 3, as well as in case of plagiarism in the dissertation papers and the publications submitted for evaluation or unreliability of the submitted scientific data, the Minister of Education and Science shall issue an order for termination of the respective procedure.

**Art. 127.** (1) The orders of the Rector of SU “St. Kliment Ohridski” for holding academic positions and the acts for awarding science degrees may be challenged administratively before the Minister of Education and Science for violations under Art. 30, Para. 2, items 1 - 4 of DASRBA.

(2) The proceedings before the Minister of Education and Science shall begin upon a complaint of the interested person to the Rector of SU “St. Kliment Ohridski” within 14 days from the notification of the adopted acts under Para. 1.

(3) The Rector of SU “St. Kliment Ohridski” may revoke the disputed act under Para. 1 after receiving an opinion on the appeal from the faculty (scientific) council. The opinion shall be prepared by the chairperson of the scientific panel and accepted by the faculty (scientific) council within 10 days from the request of the Rector.

(4) In case the Rector does not annul the disputed act under Para. 1, he/she shall send the appeal and all the documentation with his/her opinion to the Minister of Education and Science within 14 days from the receipt of the appeal.

**Art. 128.** (1) All acts of the bodies of SU “St. Kliment Ohridski” for the acquisition of a science degree or for holding academic positions under DASRBA, as well as the orders of the Minister of Education and Science issued in connection with the exercise of his/her powers under Chapter Four of DASRBA, may be appealed in court under the conditions and the procedure of the Administrative Procedure Code.

(2) The appeal of the acts under Para. 1 does not suspend their implementation.



**Art. 129.** The termination of the employment relationship with a person, who holds an academic position, on the grounds provided in Art. 35 of the Development of the Academic Staff in the Republic of Bulgaria Act in connection with obtaining the degree or holding the position, shall be done by the Rector upon proposal of the Faculty (scientific) council.

## **ADDITIONAL PROVISIONS**

§ 1. Within the meaning of these Rules and in accordance with the DASRBA and the Regulations for its implementation:

1. „a primary unit” is a department in a faculty or department of SU “St. Kliment Ohridski”;

2. “accepting structural unit” is a faculty or department of SU “St. Kliment Ohridski”, in which doctoral students are accepted and trained or a competition is held for obtaining a science degree or for holding an academic position.

3. “plagiarism” is the presentation as one’s own of works which are wholly or partly written or created by another, or the use of scientific results published by another, without reference to or citation in the procedures for acquiring science degrees or for holding academic positions;

4. “uniform state requirements” are the rules for conducting the procedures under DASRBA, the procedure for control over them and the minimum national requirements in professional fields for acquiring science degrees and holding academic positions, defined in DASRBA and in the Regulations for its implementation;

5. “referenced and indexed publications” are publications, in which the articles are published after anonymous review and which are part of the international research area, as referenced and indexed in world-renowned databases of scientific information;

6. “a monograph” is a scientific publication which contains a complete and comprehensive study of a particular subject, problem or person, written by one or several authors adhering to the same view. A monograph is a scientific work which does not duplicate or summarize the existing knowledge and has its scientific editor and/or scientific reviewers, has an ISBN and has a volume of not less than 100 standard pages with 1 800 characters per page. It shall contain extensive content, a comprehensive bibliography and references to other scientific works in its text. In the case of monographs with more than one author, in order for the work to be considered a monograph, the respective author must have his/her own 100 standard pages, proved by a separation protocol. In case of authorship of a smaller number of pages, the participation of the respective author is considered as a study/article;

7. “a chapter from a book” is a separate subdivision of the main text of a scientific work which has a scientific editor and/or scientific reviewers, and which addresses a separate problem or issue from the main topic that is defined in the title or is numbered, and is published in a non-periodical scientific publication that has an ISSN or an ISBN, respectively. It may be from one or more authors;

8. “a study” is a scientific study published in a magazine, collection or separately, which deals with certain aspects of problems and issues, which has its scientific editor and/or scientific reviewers, has ISSN or ISBN, respectively and its volume is between 20 to 99

standard pages with 1 800 characters per page;

9. “a survey” is a scientific study published in a journal, a collection or separately, in which a critical review of the published literature on a particular scientific problem is made, has ISSN or ISBN, respectively and has a volume of 10 to 99 standard pages with 1 800 characters per page;

10. “an article” is a published scientific work corresponding to the requirements under item 8, which contains a description of original scientific research and its volume is of up to 20 standard pages with 1 800 characters per page;

11. “a citation” is a reference to a scientific publication of the author in another scientific publication or a patent. A reference to a publication is considered to be a single citation, regardless of in how many places in the text it is done;

12. “self-citing” is a citation where the publication being cited and the publication citing it have at least one common author;

13. “lack of credibility of the presented scientific data” is the intentional use of false and/or manipulated source data in the creation of scientific work;

14. “habilitated persons” are:

(a) persons who hold or have held the academic positions “Associate Professor” or “Professor”, with the exception of the persons whose personal rights have been revoked under Art. 36 of DASRBA;

(b) persons having acquired the scientific title “Associate Professor” or “Senior Research Fellow II degree”, respectively or “Professor” or “Senior Research Fellow I degree”, respectively within the meaning of the revoked Science Degrees and Scientific Ranks Act;

15. “External members” are persons who as of the date of approval of the scientific panel or at least five years before that date have not exercised teaching or scientific activity under an employment relationship with SU “St. Kliment Ohridski”.

16. “faculty council” is the body under Art. 26, Para. 2 of the Higher Education Act;

17. “scientific council” is the body composed of habilitated persons and defined in Art. 53 of the Rules on the structure and activity of SU “Kliment Ohridski”;

18. “interested person” is any person who has acquired a science degree in the relevant professional field, or who is a habilitated person as per item 18.

**§ 2.** Decisions related to the conduct of the procedures for holding academic positions at SU “Kliment Ohridski” with the exception of the faculties and departments shall be taken by the Academic Council of SU “St. Kliment Ohridski”.

**§ 3.** The professional fields and the scientific areas within the meaning of the Rules shall be determined respectively of the areas of higher education and the professional fields determined by the Classifier of the areas of higher education and professional fields, adopted by Decree No 125 of the Council of Ministers of 2002.

**§ 4.** All announcements on a website under these Rules shall also contain a date of publication, which coincides with the date of publication in the State Gazette. When the information is published only on a website, a protocol is drawn up for the authenticity of the content and the date, signed by the chairperson of the scientific panel, respectively by the Faculty or the scientific council and by at least one candidate in the procedure.

**§ 5.** Materials, which contain classified information, are not published on the website of

SU “St. Kliment Ohridski”. In these cases, persons with the right of access to such information shall be appointed as members of the scientific panel, and the meetings of the panel shall be in camera under the terms of the Classified Information Protection Act.

§ 6. (1) Faculties and departments may elect scientific councils for carrying out the procedures under these Rules. In case the Faculty council also performs the functions of a scientific council, its composition may be expanded once upon a proposal of the council of the primary unit with specialists in the respective scientific area.

(2) The selection for the position of “Chief Assistant Professor” shall be conducted by the Faculty council, which shall include at least 11 habilitated lecturers and persons with science degrees, of which at least five are habilitated or doctors of sciences in the respective or related scientific area.

(3) When the requirements of the previous paragraph are not present, on a proposal of the receiving structural unit the Rector shall issue an order for one-time expansion of the composition of the council of the receiving unit.

(4) When the unit for the purposes of which the procedures for the academic positions “Professor” and “Associate Professor” and for the science degrees “Doctor” and “Doctor of Sciences” are conducted is not a faculty or a department, the Academic Council shall take a decision on proposal of the unit which faculty or scientific council to conduct the procedure. In this case the costs are at the expense of:

1. the candidate - when he/she is a doctoral student admitted under the procedure of Art. 25, Para. 1 of the Higher Education Act and who does not work under a main employment relationship with SU “St. Kliment Ohridski”;

2. the unit - in the other cases.

## **TRANSITIONAL AND FINAL PROVISIONS**

§ 7. (1) The procedures opened and not completed before the entry into force of DASRBA (last amended, SG No. 30 of April 3, 2018) for the acquisition of a science degree and for holding an academic position shall be completed under the current conditions and procedure, including according to the Rules on the terms and procedures for acquiring science degrees and holding academic positions in SU “St. Kliment Ohridski”.

(2) Open procedures are:

1. The procedures for holding academic positions, in which the decision of the Academic Council of SU “St. Kliment Ohridski” is taken before the entry into force of DASRBA (on the basis of Art. 3, Para. 1, sentence one of DASRBA).

2. The procedures for acquiring the educational and science degree “Doctor”, for which the decision of the faculty, respectively the scientific council for enrolment in the respective form of doctoral studies is taken before the entry into force of DASRBA (on the basis of on Art. 7, Para. 3 of DASRBA

3. The procedures for acquiring the science degree “Doctor of Sciences”, for which the positive decision of the primary unit is given before the entry into force of DASRBA (on the basis of Art. 12, Para. 6 of DASRBA in connection with Art. 39, Paras 3 and 4 of RIDASRBA).

§ 8. All materials on the procedures completed by the entry into force of DASRBA (last amended, SG No. 30 of April 3, 2018), completed under the terms and procedures of the

Development of Academic Staff in the Republic of Bulgaria Act, shall be published for public access on the website of SU “St. Kliment Ohridski” under the procedure in Art. 6, Para. 23 of these Rules.

**§ 9.** (1) Within 6 months from the entry into force of DASRBA SU “St. Kliment Ohridski” shall submit information on the persons entered in the register under Art. 2a of DASRBA, respectively declarations for the circumstances under Art. 2a, Para. 5 of the Act and for the compliance with the minimum national requirements under Art. 2b, Paras. 2 and 3 of the Act, which shall also indicate the individual numerical values of the scientometric indicators, reflecting their scientific achievements and/or the indicators, reflecting their achievements in the artistic or creative or sports activity, as well as the indicators, which reflect the academic achievements in teaching.

(2) Until the fulfillment of the obligations under Para. 1 the composition of the scientific panels under Art. 4, Para. 4 of DASRBA shall be formed according to the current order.

**§ 10.** Within three months from the adoption of these Rules the Academic Council shall adopt the standard under Art. 36, Para. 4 on the proposal of a commission including representatives of all faculties of SU “St. Kliment Ohridski”.

**§ 10.1** The instruction for electronic acceptance of documents shall be adopted within one month from the entry into force of the amendments to these Rules, May 27, 2020.

**§ 11.** Instructions on the implementation of these Rules shall be issued by the Rector of SU “St. Kliment Ohridski”.

**§ 12.** These Rules were adopted by a decision of the Academic Council of 31.10.2018 with protocol No 1 on the grounds of Art. 21, Para. 1, item 2 of the Higher Education Act, § 10 TFR of the Development of Academic Staff in the Republic of Bulgaria Act, and Art. 26, Para. 2, item 2 of the Rules on the structure and activity of the SU “St. Kliment Ohridski”.

**§ 13.** These Rules have been supplemented and amended by a decision of the Academic Council of 23.01.2019 with protocol No 6, by a decision of the Academic Council of 29.05.2019 with a protocol No 10, by a decision of the Academic Council of 17.07.2019 with protocol No 12, with decision of the Academic Council from 25.09.2019 with protocol No 14, with decision of the Academic Council from 30.10.2019 with protocol No 1, with decision of the Academic Council from 29.01.2020 with protocol No 3, with a decision of the Academic Council of 26.02.2020 with protocol No 4 and with a decision of the Academic Council of 27.05.2020 with protocol No 9 on the grounds of Art. 21, Para. 1, item 2 of the Higher Education Act, § 10 TFP of the Development of Academic Staff in the Republic of Bulgaria Act, and Art. 26, Para. 2, item 2 of the Rules on the structure and activity of the SU “St. Kliment Ohridski”.