**Instruction**

**on Electronic Acceptance of Documents**

(under Art. 3, para. 3) of the Rules on the Conditions and Procedure for Acquiring Science Degrees and Holding Academic Positions in the Sofia University

This Instruction determines the procedure for the submission of documents for participation in a competition for holding an academic position in accordance with Art. 3, para. 3 of the Rules on the Conditions and Procedure for Acquiring Science Degrees and Holding Academic Positions in Sofia University “St. Kliment Ohridski”.

The provisions concerning the candidates for participation in a competition are published on the public website of SU in the section “Procedures for science degrees and academic positions”.

**I. Regarding candidates:**

1. A candidate for an academic position who wishes to submit his/her documents electronically should send an application form by e-mail to academic.positions@uni-sofia.bg. The applicant must indicate in the application his/her full name, e-mail address for correspondence and the announcement on the basis of which he/she wishes to submit documents. An application template is published on the website of SU “St. Kliment Ohridski” in the section “Procedures for science degrees and academic positions”.
2. In response to his/her application, the candidate shall, within two working days, receive an address and instructions on how to submit the documents electronically.
3. The candidate shall submit his/her documents electronically no later than 2 working days before the expiration of the statutory term in accordance with the instructions under item 2.

**It is recommended that the documents are submitted earlier in order to be able to supplement and correct any non-compliance.**

1. After submitting the documents, the candidate shall send an information to e-mail academic.positions@uni-sofia.bg that the process has been completed and he/she is awaiting confirmation of their successful receipt.
2. After checking the availability of the documents, an employee of the Human Resources Department shall, within two working days of receiving them, confirm their acceptance, whereby the submission of the documents electronically is completed.
3. Upon establishing a non-compliance of the documents, the employee shall inform the candidate by e-mail therefor and restore the possibility for the documents to be supplemented in case there are two or more working days until the deadline for submission of documents for the competition.
4. In case of non-compliance of the submitted documents, when there are less than two working days until the expiration of statutory term for submission of the documents, the documents shall not be considered accepted. The employee shall notify the candidate by e-mail stating the reasons for non-acceptance of the documents.

**II. Regarding employees:**

1. There is a specially created space “Competitions for academic positions” at

https://elearn.uni-sofia.bg/course/index.php?categoryid=5075 for the electronic acceptance of documents on announced competitions

1. For the competitions announced in a given year, an employee of the Human Resources Department shall create a subcategory of the category “Competitions for academic positions” with the name of the specific year (for example, for the competitions announced in 2020 the category name is 2020)
2. For each competition announced in the State Gazette, for which at least one application for electronic submission of documents is submitted, an employee of the Human Resources Department shall:
	* create a course with a name according to the announcement in the State Gazette (for example, for a competition for the academic position of “Chief Assistant Professor” in the professional field 2.3 Philosophy (Ethics), announced in the State Gazette, issue 14 / 18.02.2020, the employee shall create a category *Competitions for academic positions, announced in SG, issue 14 / 18.02.2020* and in it a course entitled *Competition for “Chief Assistant Professor” under PF 2.3. Philosophy (Ethics), SG, issue 14 / 18.02.2020)*
	* create an assignment “Electronic documents for the competition”, in which the candidates submitting electronic documents must submit them, and whose address is indicated when communicating with the candidates.
3. Within one working day of receiving an application from a candidate, an employee of the Human Resources Department shall record it in a register of candidates submitting documents electronically and shall inform by e-mail an employee of the UCICT, who shall confirm the receipt of the e-mail.
4. Within one working day after receiving the e-mail from the Human Resources Department, the UCICT officer shall register the candidate in a course, according to the information in the register, noting that the registration has been made, and shall send information to the employer of Human Resources Department, who shall confirm its receipt.
5. The employee of the Human Resources Department shall inform the candidate of the exact address at which he or she may submit the documents electronically, as well as shall send instructions on the manner for the electronic submission of the documents.
6. Within one working day after receiving an e-mail from the candidate that he/she has submitted the documents electronically, an employee of the Human Resources Department shall check the electronic availability of the documents described by the candidate.
	1. If the documents are available, the employee must confirm their acceptance by e-mail, whereby the electronic submission of documents concerning that candidate is completed.
	2. In case of non-compliance of the documents, the employee shall notify the candidate by e-mail about the non-compliance and shall restore the possibility for the documents to be supplemented in case there are two or more working days until the expiration of the term of the competition.
	3. In case of non-compliance of the documents and in case there are less than two working days until the expiration of the term of the competition, the employee shall notify the candidate stating the reasons for non-acceptance of the documents.
7. After the expiration of the term of the competition:
	1. In competitions for Chief Assistant Professors, Associate Professors and Professors:
		1. An employee of the Human Resources Department shall provide an access to the submitted documents to the secretary of the panel and shall inform him/her by e-mail about the provision of an access by sending the address where the documents of the candidates for the competition who submitted their documents electronically are located.
		2. The secretary of the panel shall provide access to the admission commission to the electronically submitted documents and shall notify them by e-mail about the provision of an access by sending the address where the documents of the candidates for the competition who submitted their documents electronically are located.
		3. After the admission commission has decided whether to admit the candidates who have submitted their documents electronically, the secretary of the panel:
			1. shall provide access to the internal members of the panel to the electronically submitted documents and shall notify them by e-mail about the provision of access by sending the address where the documents of the candidates for the competition, who submitted their documents electronically, are located.
			2. shall send to an employee of the UCICT the data of the external members of the panel (names and e-mail address), who have not been registered by that time.
		4. The UCICT employee shall register the external members of the panel and shall notify the secretary of the panel by e-mail about the registration, who shall confirm the receipt of the email.
		5. The secretary of the panel shall give access to the external members of the panel to the electronically submitted documents and shall notify them by e-mail about the provision of access by sending the address where the documents of the candidates who submitted their documents electronically are located.
	2. In competitions for Assistant Professors:
		1. An employee from the Human Resources Department shall provide an access to the electronically submitted documents to the Chief Inspector of the Faculty and shall notify him/her by e-mail about the provision of an access by sending the address where the documents of the candidates who submitted their documents electronically are located.
		2. The Inspector of the Faculty shall provide an access to the members of the admission commission to the documents submitted electronically and shall notify them by e-mail about the provision of access by sending the documents or the address where the documents of the candidates for the competition, who submitted their documents electronically, are located.