

Medical University  
Prof. Dr. Paraskev Stoyanov – Varna



## **REGULATIONS**

# **ON ACADEMIC STAFF DEVELOPMENT AT MEDICAL UNIVERSITY PROF. DR. P. STOYANOV – VARNA**

Varna  
2018

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## ABBREVIATIONS

<b>AC</b>	Academic council
<b>AP</b>	Academic position
<b>ASC</b>	Academic Selection Committee
<b>ASDR</b>	Academic Staff Development Regulations
<b>ASDRBA</b>	Academic Staff Development in the Republic of Bulgaria Act
<b>CD</b>	Career development
<b>CMD</b>	Council of Ministers decree
<b>DFLCS</b>	Department of foreign language teaching, communications and sport
<b>DM</b>	Department meeting
<b>DS</b>	Doctoral school (School for PhD Students)
<b>EA</b>	Educational Affairs
<b>EQD</b>	Educational and qualification degree
<b>FC</b>	Faculty Council
<b>HEA</b>	Higher Education Act
<b>HEI</b>	Higher education institution
<b>IRASDRBA</b>	Implementing Regulations to the Academic Staff Development in the Republic of Bulgaria Act
<b>ISBN</b>	International Standard Book Number
<b>ISSN</b>	International Standard Serial Number
<b>MC</b>	Medical College
<b>MES</b>	Ministry of Education and Science
<b>MU-VARNA</b>	Medical University Prof. Dr. Paraskev Stoyanov – Varna
<b>NCID</b>	National Centre for Information and Documentation

<b>NEAA</b>	National Evaluation and Accreditation Agency
<b>PF</b>	Professional field
<b>SD</b>	Scientific degree
<b>SG</b>	State Gazette
<b>SO</b>	Scientific organisation
<b>TFP</b>	Transitional and final provisions
<b>TS</b>	Training Sector

## CHAPTER I GENERAL

**Art. 1. (1)** These Regulations shall govern:

1. The procedure and conditions for acquiring scientific degrees and holding academic (assistant professor, Head Assistant Professor, associate professor and professor) and non-academic (lecturer, senior lecturer, adjunct lecturer and visiting lecturer) positions at Medical University – Varna (MU-Varna) in compliance with the Academic Staff Development in the Republic of Bulgaria Act (ASDRBA), the Implementing Regulations to the Academic Staff Development in the Republic of Bulgaria Act (IRASDRBA), the Higher Education Act (HEA) and the University's Rules of Procedure.

2. The procedures for admission and study of doctoral students at MU-Varna.

3. The election, structure, composition and powers of commissions and scientific councils related to the development of the academic staff at MU-Varna.

(2) These Regulations govern the minimum requirements to the academic research and teaching activities of the applicants for acquiring scientific degrees (SDs) and for holding the academic positions (APs) of Head Assistant Professor, Associate Professor and (Full) Professor.

(3) The applicants for acquiring SDs and for holding APs shall meet the applicable minimum requirements as set out in Appendix No. 1 by scientific areas and/or professional fields (PF) based on the indices under art. 2b, para. 2 of ASDRBA, IRASDRBA and the Regulations on academic staff development (ASDR) at MU-Varna.

(4)(new – 11.03.2019) For specific procedures, additional requirements to the applicants may also be set in compliance with ASDRBA and these Regulations.

**Art. 2. (1)** (amended – 08.06.2020) The procedures for filling

APs are initiated with a resolution of the Academic Council (AC), following a resolution of the Faculty Council (FC) based on a suggestion by the primary unit for whose needs a job competition is announced. The suggestion made at a Department Council meeting (DC) for AP must be approved in advance by the Head of the Educational Affairs (LA) Directorate.

(2) (amended – 08.06.2020) The competitions for filling academic and non-academic positions for the needs of the Department of Foreign Language Teaching, Communications and Sport (**DFLCS**), the Medical College (MC) and the affiliates is announced with a resolution of AC adopted based on a suggestion by the council of the main unit (DC for the affiliate), approved in advance by the Head of the Educational Affairs Directorate. The suggestion is tabled for voting by the head of the unit.

(3) (amended and supplemented – 22.07.2019) Information about any forthcoming competition for full-time and part-time doctoral students and for filling AP is promulgated in the State Gazette (SG) (for assistant professors, it shall be published in the national or the local press), and posted on the website of MU-Varna. The date of publishing it on the website of MU-Varna shall be the same as the date of promulgating the competition in SG (for assistant professors, the same as the date of publishing it in the national or the local press).

(4) (amended and supplemented – 22.07.2019) Information about any forthcoming competition for full-time and part-time doctoral students and for filling the AP of Head Assistant Professor, Associate Professor and Professor is submitted to the National Centre for Information and Documentation (NCID) for publication not later than 7 days after the resolution for competition announcement.

**Art. 3.** (amended – 22.07.2019) (1) The deadline for submission of documents for participation in a competition for AP (Head Assistant Professor, Associate Professor and Professor) and for admission to full-time and part-time doctoral



programmes is two months from its promulgation in SG.

(2)(new – 22.07.2019) Applicants in the procedures submit the required documents in person or through a representative appointed with a notarized power of attorney.

(3)(new – 22.07.2019) Applicants must make available the originals of the submitted copies of the documents for collation.

**Art. 4. (1)** Only applicants who meet the legal requirements, the minimum national standards and the requirements of MU-Varna, as set out in these Regulations, are admitted to participation in a competition for the AP of Head Assistant Professor, Associate Professor and Professor.

(2) Admission to participation in the competition is carried out by a commission appointed with an Order by the Rector of MU-Varna. The commission will be composed of: the Deputy Rector for Career Development (CD) (chair of the commission); the head of admitting main unit (the branch director for the affiliates), the head of the department for whose needs the competition is announced (for MC – the head of the respective Training Sector (TS); the heads of the CD department and of the Human Resources department and a legal adviser.

(3) Where a member of the commission is also a participant in the competition, they must be replaced by a habilitated person from the same scientific area (SA) at MU-Varna.

(4) Academic Selection Committee (ASC) verifies the compliance with the national minimum requirements and with the requirements of MU-Varna, as set out in these Regulations.

(5) The commission draws up minutes of the meeting held to record the adopted resolutions on the admission/non-admission of the applicants, which shall be signed by all members within 10 days of appointing the ASC for the announced competition. The minutes are submitted to the CD department.

(6) The applicants shall be informed of the result of the admission procedure with a notice in writing within 14 days of appointing the ASC, which shall indicate the date, time and place of holding the competition.

(7) The applicants who are not admitted to participation in the competition shall be informed with a notice in writing setting out the reasons for refusal, within 14 days of appointing the ASC.

**Art. 5. (1)** Assessment of dissertation and of the applicants for holding an AP of Head Assistant Professor, Associate Professor and Professor is carried out only for persons who meet the applicable national minimum requirements.

(2) The evaluation of compliance with the minimum requirements, as well as the evaluation of results, scientific contribution and originality of the submitted theses, of the dissertations for acquiring scientific degrees and of the applicants for holding an AP of Head Assistant Professor, Associate Professor and Professor is carried out by ASC.

(3) The members of ASC may only be persons habilitated at Bulgarian higher education institutions (HEI) or scientific organisations, who have academic achievements in the discipline concerned and/or in the PF for the announced competition or topic of dissertation or –failing that– in the respective scientific area, and who are on the public register kept at NCID, and/or scientists from foreign higher education institutions or scientific organisations who have academic achievements in the discipline concerned and/or PF, and/or scientific area.

(4) In the event of interdisciplinarity of the announced competition or topic of dissertation, at least one member of ASC must be from another scientific area, which is relevant to the announced competition or topic of dissertation.

**Art. 6. (1)** The members of ASC must meet the applicable national minimum requirements under art. 2b, para. 2 and 3 ASDRBA and must be on the public register under art. 2a ASDRBA.

(2) The members of ASC may not be:

1. persons who have a conflict of interest with a candidate for a SD or an applicant for holding an AP within the meaning of §1, subpara. 2a of the supplementary provisions to ASDRBA;

2. persons to whom the restrictions under art. 33 of ASDRBA apply;

3. persons for whom plagiarism in the research theses has been established under a lawful procedure;

4. persons who have been removed from AP on the grounds of art. 35, para. 1, subpara.2 of ASDRBA;

5. persons who have been members of ASC in two previous successive procedures for defence of a dissertation and/or for filling an AP in one and the same PF at MU-Varna, in the cases where there is a sufficient number of habilitated persons in that PF.

(3) The circumstances under para. 2, subpara. 1-4 are established based on a declaration completed by every member of the respective ASC at its first meeting, and in the part for repeatability – by MU-Varna prior to the approval of ASC by FC or AC.

(4) ASC consists of two separate groups: internal and external members, from within or outside the MU-Varna, where:

1. an ‘internal member’ is deemed a habilitated person who practises teaching or research activities under an employment relationship with MU-Varna on the date of constitution of ASC or has been practising such activities for a maximum of 5 years prior to that date;

2. an ‘external member’ is deemed a habilitated person who has not worked at MU-Varna under an employment relationship for at least 5 years prior to the date of establishing ASC.

(5) Upon electing the ASC, one internal and one external alternate member are nominated.

(6) In the event of absence of a full member, the alternate member presents such member’s review/statement of opinion.

(7) Should a member of ASC be unable to present a review/statement of opinion to which he/she was assigned, the alternate member of the relevant group shall prepare such a review/opinion on the condition of compliance with the requirements set out in ASDRBA and IRASDRBA. In such a

case, a new alternate member is nominated to replace him/her.

(8) The composition of ASC shall be confirmed by FC based on the suggestion of the council of the primary unit not later than 7 days prior to the expiry of the deadline for submission of documents for the respective competition.

(9) An applicant for the procedure in question has the right only once to replace a member of ASC with another from the respective quota through a request addressed to FC.

(10) For the **DFLCS**, MC and the affiliates, the composition of ASC is approved by AC on the suggestion of the council of the respective main unit/the Director of the affiliate based on a resolution of DC.

(11) The rector determines the composition of ASC with an order within not later than 14 days of receiving such suggestion.

**Art. 7. (1)** The sessions of ASC may not be held with a reduced number of members. Any refusal by an ASC member to participate in a session for no valid reason or refusal to affix their signature in the minutes is certified with the signatures of the attending members and is not deemed a reason to suspend the procedure. The place of the ASC member refusing to attend is taken by the respective alternate member.

(2) The resolutions of ASC may be taken in absentia, in which case discussions and voting are carried out through the use of proper technological means.

(3) In exceptional cases, the composition of ASC may be partially modified under the procedure set out in these Regulations.

**Art. 8.** The head of the primary unit shall arrange for the conduct of the first meeting of ASC, at which ASC:

1. elects one of its members, who belongs to the quota of the internal members, as Chair;

2. adopts a resolution on the admission of the applicants to evaluation in case they meet the minimum requirements for the respective procedure;

3. nominates reviewers for the admitted applicants from

among its members.

**Art. 9. (1)** The resolutions of ASC are passed on a show of hands, by a simple majority and are recorded in the minutes. The minutes shall contain the reasoning behind the respective resolution as its integral part, including:

1. the applicant's academic achievements, their scientific contribution, originality of the submitted papers and reliability of the submitted scientific data;

2. the applicant's answers to the notes contained in the reviews and the opinions, as well as to the questions asked;

3. the reasons for acceptance or rejection of the applicant's assertion in the cases of suspected plagiarism.

(2) (amended and supplemented – 20.12.2019) ASC ranks the applicants on a show of hands and suggests them for selection to FC/AC for MC, **DFLCS** and the affiliates. Such suggestion to FC/AC is to be prepared by the ASC chair and signed by all members within 7 days. The selection by AC for MC, **DFLCS** and the affiliates is subject to the procedures and conditions set out in these Regulations on the selection process of FC.

(3) In the absence of applicants selected by ASC, the competition is terminated.

**Art. 10. (1)** Where during evaluation of a candidate's research work a member of ASC detects or a written report is received of a case of plagiarism, which is not anonymous and is well-reasoned, ASC must resolve on the existence or non-existence of plagiarism in the dissertation following a procedure set out in ASDRBA and the Rules and Regulations of MU-Varna. In such cases, before giving its reasoned decision, ASC shall provide the candidate the opportunity to present their own opinion.

(2) In the case of a submitted report of plagiarism where the procedure of candidate's evaluation for the respective competition has already been launched, such procedure may not be suspended based on withdrawal of the candidate's

documents.

**Art. 11.** The reviews and the opinions of ASC, the summaries of the reviewed publications and the dissertation abstracts are published for public access on the MU-Varna website in Bulgarian and in English. The public access to the content is retained for at least 5 years after the procedure completion.

**Art. 12. (1)** (amended and supplemented – 08.06.2020) Within 14 days of issuing the diploma for the SD of Doctor of Science, the CD department sends to NCID and to SS. Cyril and Methodius National Library a hard copy of the dissertation abstract, and of the dissertation. The rest of the information is submitted in compliance with Regulation No. 3

**(2)** (amended – 08.06.2020) Within 14 days of the Rector's approval of the choice of the applicant for holding the respective academic position, the Career Development department submits the necessary information and documents to NCID in compliance with Regulation No. 3.

**Art. 13. (1)** The procedures for filling an AP shall be terminated in the event no candidate has applied or no candidate has won the competition for the position.

**(2)** In the cases under para. 1, a new competition is to be announced and held under the provisions of these Regulations.

**(3)** Any issues as regards the award of PhD and Doctor of Science scientific degrees or holding an AP which have not been addressed in these Regulations, shall be governed by the provisions of §10 of TFP to ASDR at MU-Varna.

## **CHAPTER II**

### **AWARD OF SCIENTIFIC DEGREES**

#### **SECTION I. ADMISSION TO DOCTORAL (PhD) PROGRAMMES**

**Art. 14.** Admission of doctoral students to accredited higher education institutions is carried out only in professional fields,

doctoral programmes and modes of study accredited by NEAA.

**Art. 15.** Training for a doctorate is carried out in doctoral (PhD) programmes in the respective academic subjects accredited by NEAA and professional fields in accordance with the Classifier of Higher Education Areas and Professional Fields (SG, No. 64/2002).

**Art. 16.** PhD scientific degree may also be acquired subject to joint supervision by a Bulgarian supervisor at a HEI or a scientific organisation (SO), which has been accredited by NEAA to provide PhD training, and a foreign supervisor from a HEI or SO accredited in the respective country to provide training for a PhD or its equivalent degree, in accordance with the procedures laid down in ASDRBA and these Regulations.

**Art. 17. (1)** (amended and supplemented – 11.03.2019) Only holders of a Master's degree in a subject which, in terms of regulated professions, corresponds to an accredited doctoral programme, may apply for a doctorate (PhD degree) at MU-Varna, in compliance with Appendix No. 4 to these Regulations.

(2) PhD training is carried out in the main unit, where there is at least one habilitated person in the respective academic subject. In the event of a lack of one there should be at least one habilitated person from the respective PF.

(3) The training for acquiring a PhD scientific degree is conducted in a full-time, part-time or self-study programme.

(4) The study in:

1. a full-time doctoral programme has a maximum length of 3 years and a minimum duration of 2 years;

2. a part-time doctoral programme has a maximum length of 4 years and a minimum duration of 2 years;

3. a self-study doctoral programme a maximum length of 3 years and a minimum duration of 1 year.

(5) Maximum length of a doctoral (PhD) programme means the period starting from the registration of a doctoral student up to his/her deregistration due to advancement to doctoral candidacy with a right to defend a dissertation (attaining all but

dissertation status).

(6) In the procedures for admission, training and acquiring a PhD scientific degree at the **DFLCS**, the affiliates and MC, AC adopts all resolutions and carries out any activities which fall within the competence of FC.

**Art. 18.** A doctoral student is deemed registered after an order of registration has been issued by the Rector.

### **I.1. Admission to full-time and part-time doctoral (PhD) programmes**

**Art. 19.** Admission to full-time and part-time doctoral studies of Bulgarian nationals, citizens of other EU member states, of states that are party to the EEA Agreement, or of the Swiss Confederation is carried out based on a competition procedure.

**Art. 20. (1)** The competition procedure includes sitting an examination in the subject field and in a foreign language.

(2) The department councils make suggestions to the Deputy Rector for CD for announcement of competitions, and specify the higher education area, PF (according to the Classifier of higher education areas, as included in Appendix No. 3), the subject and the topic of the doctoral dissertation by the end of January of the respective year.

(3) The Doctoral School (DS) department makes suggestions to the Minister of education and science on the below points which require ratification by the Council of Ministers:

1. the number of the doctoral (PhD) students admitted to training at MU-Varna in accordance with the capacity of MU-Varna by subjects and professional fields;

2. the mode of study of the doctoral (PhD) students;

3. the amount of the application and tuition fees for full-time and part-time doctoral programmes at MU-Varna;

4. the conditions and procedures for granting scholarships and use of residence halls and other social benefits by the doctoral students of MU-Varna.

(4) Following a resolution of the Council of Ministers, the



Deputy Rector for CD shall present to AC the approved number of doctoral students, and the respective competitions shall be subsequently announced within one month with an order of the Rector.

(5) A competition shall be published in SG and posted on the website of MU-Varna on the same date.

(6) The deadline for submission of documents is two months from the date of publishing the advertisement.

**Art. 21.** Competition is held not earlier than one month after the expiry of the deadline for document submission.

**Art. 22. (1)** Admission of applicants to participate in the competition is carried out by a commission appointed with an order of the Rector. The commission is comprised of: the Dean of the respective faculty, the head of the department for whose needs the competition has been announced, and a lecturer in a doctoral programme. The composition of the commission includes the Deputy Rector for CD and the head of the DS department.

(2) The commission examines the applicants' documents for compliance with the national requirements and with these Regulations and adopts a resolution on admission/non-admission within 20 days of the expiry of the application document submission deadline.

**Art. 23.** Applicants to the competition for doctoral students shall submit to the DS department one set of documents in the original (in paper form) and one set of scanned copies (on an electronic medium – flash drive in pdf format), as follows:

1. an application to the Rector;
2. curriculum vitae signed by the applicant;
3. (amended and supplemented – 11.03.2019) certified true copy of a Master's degree diploma together with the supplement to it or an academic transcript for the applicants who have not received their diplomas at the time of document submission. If their Master's degree diploma is issued by a foreign HEI and the applicant has failed to submit a RPL certificate (recognition of

prior learning) from the Ministry of Education and Science (MES), the applicant will be admitted to the competition after the recognition of their higher education degree under the provisions of the Regulations on the recognition of higher education diplomas and of completed stages of training at MU-Varna. An official certified translation in Bulgarian is attached to the Master's degree diploma issued by a Bulgarian HEI in a foreign language;

4. (repealed – 11.03.2019);

5. a copy of a proof employment with MU-Varna (if any);

6. a proof of paid fee for sitting an entrance examination (both in the specific subject and in a foreign language), paid into the bank account of MU-Varna, as determined with a CMD for the respective academic year;

7. one photograph (passport format);

8. an affidavit of authenticity of documents submitted;

9. (new – 08.06.2020) a notice of data protection to the doctoral students at MU-Varna;

10.(new – 08.06.2020) proof of registration of a valid Google Scholar Profile and ORCID Profile;

11.(new – 08.06.2020) instructions on the rights and obligations of the doctoral students at MU-Varna;

12.applicants may also submit other documents certifying their interests and achievements in the field of the doctoral programme – a list of publications, a document for acquired speciality, participation in research projects, rationalisations, patents, additional qualifications, etc.

**Art. 24. (1)** The set of application documents is registered with a reference number at the registry office and is then forwarded to the DS department.

**(2)** In the event that an applicant wishes to participate in a competition for doctoral studies in more than one subject or two different study modes for one and the same subject, one set of documents is submitted, and the study modes and the subjects for which the person is applying need to be indicated in the

application.

**Art. 25. (1)** The Dean of the respective faculty notifies the applicants in writing of the results of their admission, and the reasons for non-admission are specified for the non-admitted applicants, within 7 days of the resolution of the competition admission committee.

(2) Within 7 days of the date of such notice, an applicant not admitted to participate in the competition may file an appeal to the head of the admitting structural unit/affiliate under the procedure and within the deadlines under art. 7 of IRASDRBA.

(3) The head of the admitting structural unit/affiliate shall assign a new committee of three – habilitated persons, to deliver an opinion on the appeal. Based on the report of the committee, the head takes a final decision within 10 days of receiving the appeal.

(4) The admitted applicants are notified in writing by the DS department not later than one month prior to the date of the first examination of:

1. the dates of the examinations;
2. a synopsis of the examination in the specific subject.

**Art. 26. (1)** The synopses under which the entrance examinations in the subject will be held are prepared and sent to the DS department by the primary unit requesting the doctorate within 2 months of publishing the advertisement in SG and require approval by the Dean of the respective faculty.

(2) The examination of the applicant's competence in a foreign language of choice is conducted at the **DFLCS**.

**Art. 27.** The examinations are conducted by commissions appointed with an order of the Rector, as follows:

1. In the subject – by three habilitated lecturers in the same PF (one non-habilitated lecturer is allowed holding a PhD degree in the same subject). The head of the respective department/TS is chair;

2. In a foreign language – by three lecturers, of which at least one is habilitated.

**Art. 28. (1)** The entrance examination in the subject, as a prerequisite for registering as a full-time or part-time doctoral student, is written.

(2) The examination in the subject shall comprise at least two questions and shall have duration of 4 astronomical hours. Each question shall be assessed separately. The results of the conducted examination shall be recorded in the minutes.

(3) Applicants with average grade of the examination questions of at least Very Good (4.50) will be deemed to have successfully passed the examination in the subject.

(4) If one of the exam components is graded Fail (2.00), the candidate leaves the competition.

**Art. 29. (1)** The entrance examination in a foreign language, as a prerequisite for registering as a full-time or part-time doctoral student, is written and oral.

(2) (amended – 22.07.2019) For applicants who have successfully passed the examination in the subject, an examination in a foreign language shall be held within 15 days of the examination in the subject.

(3) The examination in a foreign language is for level B1 of the Common European Framework of Reference. Applicants who have successfully demonstrated the required language level shall continue their participation in the procedure. The results of the examination are certified with a record, which is submitted by the **DFLCS** to the chair of the examination committee in the subject and DS not later than 3 days after establishing the level of language competence.

**Art. 30. (1)** The grades of all PhD applicants are discussed at a session of DC and a ranking is prepared not later than 10 days after conducting the examinations in the announced competition.

(2) All successful applicants are assigned a research topic for their dissertation, a supervisor, and if necessary – a dissertation advisor.

(3) (amended and supplemented – 11.03.2019) The supervisor shall be a habilitated person with proven academic achievements

and practical experience in the same subject, and if that proves impossible – in the respective PF. In the event of multidisciplinary of the topic, a second supervisor may be appointed with a resolution of DC following the approval of the Deputy Rector for CD in writing and a reasoned suggestion of the head of the department.

(4) The head of the department shall draw up a report containing the adopted resolutions with a reasoned suggestion for registration to FC within three days of holding a DC.

**Art. 31. (1)** The head of the department shall draw up a report containing the applicant ranking, in which the records from the two examinations are to be enclosed. The report is submitted to the Deputy Rector for CD and to the head of the respective faculty/affiliate.

(2) FC shall adopt a resolution on the registration of the applicants who have successfully passed the competition. Such resolution shall provide details of the supervisor, the dissertation title and the dissertation advisor (if any), as well as other conditions regarding the registration of the doctoral student.

(3) In the event that two applicants who passed successfully the competition with the same grade have been ranked for one position, FC take into consideration the cumulative GPA of all examinations sat during the studies and the GPA of the state examinations from the higher education diploma, as well as the available research or applied research work (if any). The applicant who has received a greater number of votes qualifies. If again neither candidate is selected by FC, the doctorate is re-announced.

(4) All applicants approved for registration shall be notified by the DS department of the deadline within which they have to deposit their tuition fee, as well as of the due amount.

(5) On the grounds of the resolution of FC and following the submission by the doctoral student of a proof of payment of the tuition fee at the DS department, the Rector shall issue an order for registration of the doctoral student. Such order shall indicate:

1. the grounds for registration;
2. the study mode of the doctorate;
3. the faculty and department/TS in which the training is organised;
4. the length of study;
5. the dissertation title;
6. the higher education area, PF and the subject;
7. (amended – 22.07.2019) the supervisor.

(6) Any vacant positions may be re-announced within the same academic year with a resolution of AC at the suggestion of Deputy Rector for CD, made based on a suggestion by the departments as approved by the head of the admitting structural unit/affiliate.

## **I.2. Admission of PhD students to self-study programmes**

**Art. 32.** The admission to self-study programmes for Bulgarian nationals, citizens of other EU member states, of states that are party to the EEA Agreement, or of the Swiss Confederation is carried out throughout the academic year.

**Art. 33. (1)** The admission to self-study programmes of PhD students who have completed a major part of their dissertation thesis for award of PhD degree is carried out without a competition or examination.

(2) The applicant submits to the primary unit a proposal of dissertation, elaborated in its main part, as well as bibliography, in the language in which tuition will be conducted.

(3) The dissertation proposal must include:

1. a literature review of about 10-15 pages;
2. research topic with justification of the dissertability;
3. goal, objectives, content and methods of study;
4. at least one working hypothesis;
5. initial results;
6. bibliography.

(4) The submitted proposal shall be considered at a DC in the presence of the applicant. A resolution shall be adopted on a

show of hands, by a simple majority, providing details on:

1. the preparation of a suggestion to FC for registration under the suggested research topic;

2. (amended and supplemented – 11.03.2019) the supervisor – a habilitated person with proven academic achievements and practical experience in the same subject is chosen as supervisor, and if that proves impossible – in the respective PF. In the event of multidisciplinary of the topic, a second supervisor may be assigned with a resolution of DC following a reasoned suggestion of the head of department approved by the Deputy Rector for CD in writing;

3. the self-study curriculum.

(5) (amended and supplemented – 22.07.2019) In case of a positive resolution of DC, the head of the department shall prepare a report to the Dean, and for the affiliates – to the Rector. The report shall contain: a suggestion for the dissertation title, the higher education area, PF, the subject, the supervisor and the dissertation advisor (if any) and shall be accompanied by a proposed self-study curriculum of the doctoral student for their registration in self-study programme.

(6) On a show of hands and by a simple majority, FC adopts a resolution on the registration of the doctoral student, and approves the topic of the dissertation, the supervisor and the dissertation advisor (if any), as well as the self-study plan (curriculum).

(7) Within 3 days of the FC session, the applicant shall submit to the DS department one set of documents in the original (in paper form) and one set of scanned copies (on an electronic medium – flash drive in pdf format) the following documents:

1. an application to the Rector;

2. a signed curriculum vita;

3. (amended and supplemented – 11.03.2019) certified true copy of a Master's degree diploma together with the supplement to it or an academic transcript for the applicants who have not received their diplomas at the time of document submission. If

their Master's degree diploma is issued by a foreign HEI and the applicant has failed to submit a RPL certificate (recognition of prior learning) from the Ministry of Education and Science (MES), the applicant will be admitted to the competition after the recognition of their higher education degree under the provisions of the Regulations on the recognition of higher education diplomas and of completed stages of training at MU-Varna. An official certified translation in Bulgarian is attached to the Master's degree diploma issued by a Bulgarian HEI in a foreign language;

4. (repealed – 11.03.2019);
5. a copy of a proof of employment with MU-Varna (if any);
6. (amended and supplemented – 11.03.2019) a document for paid tuition fee, in compliance with the resolution of AC, or a certificate that the person is employed under an employment contract with MU-Varna;
7. a dissertation proposal;
8. one photograph – passport format;
9. (new – 08.06.2020) a notice to the doctoral students at MU-Varna on personal data protection;
- 10.(new – 08.06.2020) proof of registration of a valid Google Scholar Profile and ORCID Profile;
- 11.(new – 08.06.2020) instructions on the rights and obligations of doctoral students at MU-Varna;
- 12.an affidavit of authenticity of documents submitted.
- 13.the applicant may also submit other documents certifying their interests and academic achievements in the respective scientific area (publications, rationalisations, patents, etc.).

**(8)** On the grounds of the resolution carried by FC and following the submission of a document to the DS department for paid tuition fee by the doctoral student, the Rector issues an order on the registration of the doctoral student. The order details:

1. the grounds for registration;
2. the study mode of the doctorate;



3. the faculty and department/TS in which the training is organised;

4. the length of study;

5. the research topic of the dissertation;

6. the higher education area, PF and the subject;

7. (amended – 22.07.2019) the supervisor.

(9)(new – 09.12.2019) The Doctoral School department shall draw up a contract for the training of the doctoral student in the form approved with an order of the Rector. The employee drawing up the contract shall sign it as ‘drawn up by’ and after the doctoral student affixes their signature, shall submit it for approval (endorsement) signature to the head of the Doctoral School department. The contract shall be then submitted for signature to the head of FCO and the Rector or any authorised persons.

### **I.3. Admission of PhD graduates of foreign higher education institutions**

**Art. 34. (1)** Graduates of a foreign HEI may apply for a doctorate (PhD degree) after their acquired higher degree is recognised under the provisions of the Regulations on the recognition of higher education diplomas and of completed stages of training at a foreign HEI, adopted with Decree No. 168 of the Council of Ministers of 2000 (promulgated, SG No. 69 of 2000; amended and supplemented, No. 25 and 79 of 2009 and No. 59 of 2010), under the conditions and the procedure contemplated in HEA, ASDA, IRASDA and in these Regulations, as well as in the Regulations of MU-Varna on recognition of higher education diplomas and of completed stages of training at a foreign HEI.

(2) Right to recognition of a higher education degree and of completed stages of training at a foreign HEI is granted to Bulgarian nationals, foreigners and subjects with a refugee status, who have attended a HEI founded and functioning according to the legal framework of the country where such

higher education degree has been attained, or where the periods of training have been completed.

(3) The process of recognition of a higher education degree and of completed stages of training at a foreign HEI does not allow for discrimination based on any ground such as of age, sex, race, disability, language, religion, political or other opinion, national, ethnic or social origin, membership of a national minority, property, birth or other condition or based on any circumstance not related to the education that requires recognition.

**Art. 35. (1)** Higher education degree attained in a foreign HEI is proved with a diploma or another analogous document issued by an educational institution recognised by a competent government authority as part of the secular higher education system of the respective country.

(2) Persons applying for recognition of a higher education degree submit an application in writing, to which they attach the following documents:

1. an original and a copy of the higher education diploma or of another analogous document issued by an educational institution;

2. an original and a copy of the supplement to the diploma, as well as an original and a copy of a European diploma supplement, if any;

3. a copy of an identity document and a document certifying the change of names of the applicant, if any;

4. The submission of the documents under para. 2 is carried out in person by the applicant or by a person authorised by them in the HEI.

(3) The procedure for recognition of higher education degree attained at a foreign HEI is organised by the EA department of MU-Varna.

**Art. 36.** In the process of admission to a doctoral (PhD) programme, the Bulgarian and foreign nationals who are graduates of a foreign HEI submit the following documents:

1. an application to the Rector;
2. curriculum vitae signed by the applicant;
3. (amended – 11.03.2019) a certificate of recognised higher education degree issued by MU-Varna or by NCID.
4. a certificate of recognised professional qualification in a regulated medical profession – for applicants who have completed a Master’s degree in the field of regulated medical professions;
5. (repealed – 11.03.2019);
6. (amended – 11.03.2019) a dissertation proposal in the language in which their training will be conducted (Bulgarian or English) – in the case of a self-study PhD programme;
7. a document for paid tuition fee, in compliance with the ‘Fees and Financing’ section or a copy of employment contract with MU-Varna;
8. one photograph – passport format;
9. an affidavit of authenticity of documents submitted;
10. a medical certificate issued not earlier than one month prior to the date of document submission;
11. a copy of the passport page containing the names, the date and place of birth or a copy of an ID card for citizens of EU member states;
12. (new – 08.06.2020) a notice of personal data protection to the doctoral students at MU-Varna;
13. (new – 08.06.2020) proof of registration of a valid Google Scholar Profile and ORCID Profile;
14. (new – 08.06.2020) instructions on the rights and obligations of doctoral students at MU-Varna;
15. the applicant may also submit other documents certifying interests and academic achievements in the field of the doctoral programme – a list of publications, a document for acquired specialty, participation in research projects, rationalisations, patents, additional qualifications, etc.

**Art. 37. (1)** Persons who are not Bulgarian nationals and are not citizens of other EU member states, of states that are party

to the EEA Agreement, or of the Swiss Confederation, may apply and study in a full-time or part-time doctoral programme:

1. in compliance with the intergovernmental agreements on educational, cultural and scientific exchange;
2. in compliance with decrees of the Council of Ministers;
3. under the provisions of art. 95, para. 8 of HEA.

(2) Foreign nationals are admitted to education in a self-study doctoral programme at their own charge (paid tuition).

(3) Persons under para. 1, subpara. 1-3 may also apply for a doctorate under the conditions and the procedure for Bulgarian nationals, if they have permanent residence, refugee status or are of Bulgarian ethnicity.

(4) Applicants under para. 1, subpara. 1 and 2 are admitted under the conditions and the procedure set out in the respective agreement or decree of the Council of Ministers.

(5) Persons under para. 1 are admitted under the procedure and the provisions of these Regulations, if they have acquired a Master's degree in the PF of the doctorate or in the respective speciality of the regulated professions, subject to recognition of the acquired higher education degree.

**Art. 38.** Where the higher education degree has been attained in a foreign HEI, the pursuit of a regulated medical profession in the territory of the Republic of Bulgaria is subject to holding a procedure for recognition of the professional qualification in a regulated medical profession acquired abroad under the provisions of the Recognition of Professional Qualifications Act and the sublegislation related to it.

**Art. 39.** Every doctoral student registered in MU-Varna is prepared a 'PhD Student Record', where the documents related to their application, admission, training, attestation, advancement to doctoral candidacy (ABD status) and defence are kept, as well as the activities contemplated in the curriculum. The record is kept at the training primary unit, and a copy of it is kept in the DS department.

## SECTION II. TRAINING OF DOCTORAL (PhD) STUDENTS

**Art. 40. (1)** A doctoral (PhD) student is a person who holds a Master's degree, and is registered for training in an accredited doctoral programme.

(2) A doctoral (PhD) student status is acquired upon registration with the HEI and is lost upon termination of registration (deregistration), as well as for the term of suspension from the HEI in the cases under art. 74, para. 2 of HEA.

(3) Doctoral (PhD) programmes at MU-Varna are taught in Bulgarian or in English.

**Art. 41. (1)** Training of doctoral students follows the corresponding accredited doctoral (PhD) programme and an individual study plan (curriculum) as approved by FC.

(2) The training in a doctoral (PhD) programme is inclusive of:

1. research work;
2. examination for a PhD minimum;
3. attendance and participation in coursework and lectures (seminars, tutorials on a doctoral level);
4. teaching and/or expert work, participation in scientific forums (national and/or international);
5. diagnostic and treatment and/or experimental work;
6. publications in scientific journals and collections;
7. participation in scientific congresses, conferences, symposia and other scientific events;
8. elaboration of a dissertation (doctoral thesis).

(3) Distribution of training activities by types throughout the programme is based on a standard approved by HEI, in compliance with the compulsory requirements, set out in the respective regulations of MU-Varna.

**Art. 42. (1)** An individual study plan is prepared by the doctoral students and their supervisors (mentors), and is subject to discussion within the DC and to approval by FC.

(2) Such individual study plan determines the focus of the doctorate and consists of a general study plan for the entire period of training and a detailed work plan by years. The individual study plan contains:

1. the research topic of the dissertation;
2. the distribution of all academic activities by years;
3. sitting examinations contemplated in the PhD programme and deadlines for their taking;
4. attendance of a certain cycle of lectures and workshops, participation in training courses, seminars, conferences and other public scientific events;
5. stages and deadlines for preparation of the dissertation.

(3) The individual study plan for full-time and part-time doctorate is subject to approval by DC within one month of the date of issuance of the registration order.

(4) The individual study plan contains the following mandatory components:

1. administrative information;
2. learning activities;
3. research work;

**Art. 43.** Control over the study plan implementation by each doctoral student at MU-Varna is maintained by DC and FC with the assistance of the DS department.

**Art. 44. (1)** Doctoral students are required to take examinations for the PhD minimum in accordance with the individual study plan, as follows:

1. examination in the subject of the doctoral programme;
2. examination in a foreign language in accordance with the doctoral programme.

(2) (amended – 22.07.2019) The examination in the subject comprises an oral and written part; it includes at least two questions and has duration of 4 hours. Doctoral students whose grade is at least ‘Very Good’ (4.50) as an average result of the assessment of the oral and the written part are considered to have successfully passed it. If the grade for one of the attempted

questions is 'Fail' (2.00), the doctoral student must re-sit the examination. The examination is held before a commission based on a synopsis, as proposed by the head of department. The commission is appointed with an order of the Rector at the suggestion of the Dean of the respective faculty and consists of at least three habilitated persons, including the doctoral student's supervisor. A copy of the examination record and the examination paper of the doctoral student are submitted to the DS department.

(3)(amended and supplemented – 22.07.2019) The examination in a foreign language is held before a commission based on a synopsis, as proposed by the **DFLCS**. The commission is appointed with an order of the Rector at the suggestion of the Head of the **DFLCS** and consists of at least three habilitated persons, and may include the doctoral student's supervisor. The language examination is oral and is considered successfully taken, if the doctoral student demonstrates knowledge of the language on at least B1 level. The examination record is submitted to the head of the department where the doctoral student is registered, with a copy to the DS department.

**Art. 45. (1)** Doctoral students are attested by FC at the end of each academic year using a 'PhD Student's Attestation Card'.

(2) Doctoral students shall submit to the council of the primary unit a report on the completed activities, which contains an academic part (report on the achieved results) and a progress report on the performance of the individual study plan.

1. Doctoral students registered in a full-time and part-time programmes report progress in their studies to DC at the end of each quarter.

2. Doctoral students registered in a self-study programme report progress in their studies to DC at the end of each semester.

(3) The report of the doctoral student shall include information on the progress of performance of the individual study plan, the dissertation and the teaching work; it has to be approved by the supervisor and the head of the department. A

copy of the report is submitted to the DS department in paper form or on an electronic medium (flash drive) within 10 days of the end of the reporting period.

(4) In the attestation card, the supervisor gives an opinion in writing of the work of the doctoral student and suggests (together with the doctoral student) detailisation of the individual study plan for the next academic year, which is to be discussed by DC.

(5) DC adopts:

1. an opinion on the performance of the individual study plan and evaluation of the doctoral student's work;
2. a proposal for attestation of the doctoral student;
3. a proposed detailisation of the individual study plan for the next year;
4. recommendations on the further development of the doctorate, and if necessary, recommends to further concretise the research topic or to change the supervisor.

(6) The DC's proposal for attestation of the doctoral student and change of the individual study plan is subject to approval by FC.

(7) The attestation form is enclosed in the PhD student's record in the department of their registration and a copy is submitted to the DS department.

**Art. 46. (1)** In addition to reporting every quarter to DC, full-time doctoral students report their work at the end of each quarter to the Dean, and submit a report on the performance of the individual study plan, in which the following are enclosed:

1. a report on the work done on the dissertation or the PhD minimum, verified by the supervisor and confirmed with evidence;
2. report on the teaching work, verified by the head of the admitting structural unit/affiliate.

(2) Based on the reports under para. 1, the dean of the respective faculty submits a report to the Rector on the compliance with the compulsory requirements under art. 41,



para. 3 of these Regulations.

**Art. 47.** The supervisor of the doctoral student is obliged to:

1. inform the doctoral student of the legal requirements on which the training in the doctorate is based, as well as of their rights and obligations;

2. assist the doctoral student in the preparation of an individual study plan for their work;

3. supervise the strict and timely performance of the tasks under the individual study plan of the doctoral student;

4. be a member of the commissions conducting the examinations for PhD minimums of the doctoral student under the PhD programme;

5. support the performance of the research work under the dissertation topic;

6. submit for discussion, on an annual basis and by May 30<sup>th</sup> of the current calendar year, a cost estimate for the required funds for research work of the doctoral student for the forthcoming academic year;

7. submit to the council of the primary unit (DC), on an annual basis and at the end of the academic year, a report on the progress of the doctorate and a proposal for attestation of the doctoral student.

**Art. 48. (1)** The supervisor may be replaced at the suggestion of the respective DC, with a resolution of FC and order of the Rector in the following cases:

1. long absence (more than 3 months) due to sickness, stay abroad or another valid reason;

2. in the event of failure to perform the tasks related to the research supervision;

3. where they have been convicted with an effective sentence of imprisonment;

4. following a personal reasoned request to the Rector;

5. in the event of established damage to the reputation of MU-Varna caused by the supervisor;

6. in the event of death;

7. in case of a negative attestation grade of the doctoral student on the progress of the doctorate;

8. following a personal reasoned request from the PhD student, admitted after consideration and a positive opinion of DC.

(2) The retirement of a supervisor constitutes no grounds for their removal on the condition that there are no other motives for that.

**Art. 49. (1)** A change of the dissertation title and/or supervisor is admissible as an exception, but shall be made not later than three months prior to the date of deregistration due to advancement to doctoral candidacy (attaining ABD status).

(2) Such change shall take effect upon an order of the Rector, based on a resolution of FC, at the suggestion of DC, accompanied by the respective justification.

**Art. 50.** Any extension of the duration of a doctorate is allowed for no more than one year after the PhD student's submission of an application to the Rector, approved by the head of the department and the supervisor, with a resolution of FC and order of the Rector.

**Art. 51. (1)** Doctoral students may intermit their study not more than twice. A doctoral student submits an application for intermission to the Rector. Intermission (temporary withdrawal from study) is subject to an order of the Rector, issued following the delivery of a favourable opinion by the Dean of the respective faculty and the supervisor.

1. Full-time and part-time PhD students may intermit their study for a total period not longer than one year. A full-time PhD student is not entitled to scholarship for the period during the period of intermission of their study.

2. PhD students in a self-study programme may intermit their study for a total period not longer than 2 /two/ years.

(2) PhD students shall, within 14 days prior to expiry of the period of intermission of their study, submit an application to the

Rector for resuming their training at the DS department, where their status is established.

**Art. 52. (1)** A change in the mode of study is allowed only for doctoral students in a full-time or part-time programme willing to transfer to a self-study programme, with an order of the Rector based on an application submitted by the doctoral student, a suggestion of DC and a resolution of FC.

**(2)** (amended and supplemented – 11.03.2019) Transfer from one doctoral programme to another is not allowed. In the event of second registration in another doctoral programme, the results of any previous examinations, attestations, etc. are subject to recognition based on a resolution of DC.

**Art. 53. (1)** Doctorate studies are terminated upon:

1. successful completion of the course of training and deregistration due to advancement to doctoral candidacy with a right to defend a dissertation (ABD status);

2. (amended and supplemented – 11.03.2019) deregistration (withdrawal from study) with no right to defend a dissertation.

**(2)**(amended and supplemented – 11.03.2019) Doctoral students may withdraw from their programme at MU-Varna of their own accord by submitting an application for withdrawal to the Rector indicating the reasons for that decision. Training is terminated with an order of the Rector on deregistration of the doctoral student with no right to defend a dissertation.

**(3)**(new – 11.03.2019) The procedure for acquiring a PhD scientific degree is terminated with an order of the Rector in the event that the doctoral student has failed to defend a dissertation, i.e. acquire a PhD degree within a 5-year period after the date of the order for deregistration with a right to defend a dissertation (confirmation of ABD status).

**(4)**(new – 11.03.2019) If a doctoral student has failed to apply for reinstatement by the deadline under art. 54, para. 2, they are deemed to have withdrawn from study of their own accord and their registration is terminated with no right to defend a dissertation based on an order of the Rector.

**Art. 54. (1)** (amended and supplemented – 11.03.2019) A doctoral student will be dismissed from MU-Varna following a reasoned resolution of FC at the suggestion of DC for a set period of time in the event of:

1. provision of false data based on which they were admitted to MU-Varna, or falsification of documents for their doctoral position – for a period of up to 6 years;

2. repeated non-performance of the obligations arising from the individual study plan or the regulations of MU-Varna – for a period of up to 6 years;

3. sentence of imprisonment for commitment of an intentional offence prosecuted by public prosecution – for a period of up to 6 years.

**(2)** (new – 11.03.2019) Within two weeks prior to the lapse of the period of intermission, the doctoral student must submit an application to the Doctoral School department for reinstatement together with a set of application documents. Reinstatement of a doctoral student's status is carried out under the procedure for admission of doctoral students, in compliance with these Regulations.

**Art. 55.** Any issues as regards training and acquiring a PhD scientific degree by doctoral students in a self-study programme which are not addressed herein shall be governed by the provisions on the full-time doctoral programmes.

**Art. 56. (1)** MES announces and conducts competitions on an annual basis for sending doctoral students – Bulgarian nationals, abroad for training in doctorates under terms and conditions set out in the intergovernmental agreements on educational, cultural and scientific exchange, and under certain additional requirements determined by it.

**(2)** Persons registered in a full-time doctorate in Bulgarian HEIs or scientific organisations may apply for training under para. 1.

**(3)** MES notifies the respective HEI or SO of the doctoral students who continue their education under the provisions of

para. 1.

**Art. 57. (1)** The doctoral students have the right to:

1. choose fields of study under the provisions set out in the study plan;

2. receive qualified assistance and supervision for their professional and creative growth;

3. be trained simultaneously in more than one subject or study additional courses under provisions set out by MU-Varna;

4. participate in research work of MU-Varna, in which their copyright, right of inventors and related rights and remuneration are guaranteed;

5. elect and be elected in the governing bodies of MU-Varna;

6. use students' halls of residence, canteens, medical services, discounts when using the city and intercity public transport, as well as all the facilities of MU-Varna for learning, research, sports and cultural activities and other benefits for normal life and training under terms and conditions as established by the government and MU-Varna;

7. form associations in educational, research, cultural and sport communities for protection and satisfaction of their interests, as well as become members in international organisations, whose operation does not violate the laws of the Republic of Bulgaria;

8. transfer to another HEI, faculty, subject, degree or mode of study in compliance with the regulations of MU-Varna;

9. withdraw from their studies, as well as resume it subsequently under the provisions and the procedure set out in the regulations of MU-Varna;

10. use a break of 30 days for the current academic year;

11. use a loan to pay the fees and/or means of livelihood during the period of training;

12. doctoral students who are orphans, people with sensory disabilities and others with permanent disability and a reduced capacity to work of 70%, war disabled soldiers and war casualties and persons raised until their coming of age in

institutions for raising children without parental care, mothers with children up to 6 years of age and outpatients subject to periodic screening are entitled to special discounts set out in the regulations of MU-Varna;

13. apply for scholarships from the state budget, scholarships established by MU-Varna, and scholarships of natural persons or legal entities. The amounts, terms and conditions and the procedure for receiving a scholarship by the doctoral students are determined by the Council of Ministers, the regulations of MU-Varna and the donor's will, respectively;

14. be absent, in which cases the doctoral student must notify their supervisor in person and receive the respective permission from them or from the head of the research unit;

15. a doctoral student in a clinical subject participates in the overall diagnostic and treatment work of the respective clinical unit with workload not greater than 70%;

16. a doctoral student is included in the staff of the research unit (department) in which they are registered;

17. a doctoral student is included in the educational and teaching work after the respective resolution of DC. Any additionally assigned work may not exceed 20% of the annual workload of an assistant professor unless they are under an employment contract as an assistant professor;

18. while elaborating their dissertation, a doctoral student is included in scientific teams for research projects;

19. a doctoral student has the right to participate in specialisations, conferences, scientific forums, etc. in the country and abroad.

**(2) Doctoral students shall:**

1. comply with the individual study plan approved by a resolution of FC;

2. report their progress on a regular basis to the supervisor and the council of the primary unit within the deadlines under art. 45 para. 2;

3. submit the progress reports specified in these Regulations

on a periodic and timely basis;

4. undergo attestation annually;

5. coordinate the leaves of absence, suspension, extension and termination of their training with the supervisor.

**Art. 58. (1)** The student council is a body defending the common interests of the students. It consists of representatives of the students and doctoral students in the General Meeting of MU-Varna.

(2) The mandate of the doctoral students in the General Meeting and in the Student Council of MU-Varna is two years with a right to be re-elected for one more mandate. The student council elects a chair among its members, who organises and manages its work and represents it before the governing bodies of MU-Varna, the primary and the service units in it.

(3) The students and the doctoral students elect their representatives under terms, conditions and procedure as set out in the regulations of the Student Council at MU-Varna.

### **SECTION III TERMINATION OF REGISTRATION OF DOCTORAL (PhD) STUDENTS**

**Art. 59. (1)** (amended – 11.03.2019) Training in a doctoral (PhD) programme ends upon termination of registration of a doctoral (PhD) student (deregistration).

(2) PhD student's registration may be terminated and student is advanced to candidacy (with a right to defend a dissertation), if they have met the requirements of the IRASDA and these Regulations, including: a dissertation prepared to a substantial extent, performed activities under the training, successful sitting of the examinations determined in the individual study plan, etc.

(3) If a PhD student's registration is not terminated by the legally prescribed deadline for the respective study mode of doctorate, within one month of the expiry of the programme length, DC suggests to FC that PhD student's registration be

terminated with a right or with no right to defend a dissertation.

(4) The doctoral student is deregistered with no right to defend at the suggestion of the head of the department or the supervisor following a resolution of DC and FC, with an order of the Rector, in the cases where:

1. they have not fulfilled their commitments under the individual study plan successfully and on a timely basis and have failed to take the required compulsory examinations for a PhD minimum;

2. they have been awarded two consecutive negative grades upon attestation at the end of the academic year;

3. they have failed to submit an application to the Rector to reinstate their PhD status at the DS department within 14 days prior to the lapse of the period of intermission of their studies.

4. (new – 11.03.2019) in the cases under art. 53, para. 2 and para. 4 and art. 54, para. 2.

**Art. 60. (1)** To launch the procedure for deregistration, a doctoral student must submit their dissertation to the supervisor, who assesses the readiness for defence and must give an opinion within one month of the dissertation presentation.

(2) In the event of a positive assessment on the readiness of the doctoral student for defence, the supervisor suggests to DC that a procedure be launched for discussion of the dissertation (internal defence).

(3) In the event of a negative assessment given by the supervisor, as well as in case of failure to give an opinion within the deadline under para. 1, the doctoral student may refer the issue to DC, which pronounces a final opinion on the readiness for dissertation defence.

**Art. 61. (1)** The procedure of preliminary discussion is conducted at a session of DC.

(2) The DC session may also be attended by other invited persons with proven competences in the discussed topic but with no right to vote.

(3) The following are subject to discussion in the course of the



procedure: dissertation presented by the doctoral student, completion of the individual study plan, attestations of the doctoral student for all academic years and performance compared to the minimum scientometric indicators.

1. The dissertation must be presented in a format and volume that are customary to the respective scientific area and subject, and meet the specific requirements of the department. The paper must contain research or applied research results, which demonstrate original contribution to science and demonstrate that the candidate has thorough theoretical knowledge of the respective scientific area and capacity for individual scientific research. The dissertation must contain the following: title page; table of contents, introduction; body (a literature review, goal, objectives, hypotheses, material and methods, results and discussion); inferences, a conclusion with a summary of the results obtained and declaration of originality; bibliography.

2. A doctoral student must have performed all activities prescribed by the individual study plan.

3. A doctoral student must have been awarded positive attestation grades for all academic years.

4. A doctoral student must have met the required minimum scientometric indicators of MU-Varna, as specified in Appendix No. 1 to these Regulations.

**Art. 62. (1)** The preliminary discussion of DC ends with adopting one of the following resolutions:

1. The doctoral student is ready for deregistration with a right to defend before ASC.

2. The doctoral student is ready for deregistration with a right to defend with no voting of ASC panel (in exceptional cases).

3. The doctoral student is not ready for deregistration with a right to defend and must meet certain requirements.

4. The doctoral student does not meet the set requirements and is deregistered with no right to defend.

**(2)** In the event of a positive resolution on the readiness for defence before ASC, DC holds discussions and makes a

suggestion as to the composition of ASC.

**Art. 63.** The supervisor and the doctoral student must participate in the discussion of the ASC composition and may give their suggestions for members.

**Art. 64. (1)** The suggested composition of ASC must include five habilitated persons in the respective scientific area or scientific areas under the research topic of the dissertation. At least one of the ASC members must be a professor. At least three of the ASC members are external to MU-Varna.

(2) Two alternate members are also nominated in the ASC composition – habilitated persons, one of whom is external to MU-Varna, and the other one – internal, and in the event of absence of a full member, the respective alternate member becomes a fully-fledged member of ASC.

(3) The supervisor may not be a member of ASC.

**Art. 65.** The suggested composition of ASC must not allow for conflict of interest, and the following may not be elected members:

1. related parties – the spouses or stable non-marital partners, relatives in the direct line, relatives in the collateral line – to the second degree inclusive, and relatives by marriage – to the second degree inclusive;

2. natural persons and legal entities on whom/which the candidate is economically or politically dependent, which causes reasonable doubt in their impartiality and objectiveness;

3. persons who have a private interest that may have a direct impact on the impartial and objective performance of their work as members of ASC.

**Art. 66.** The head of the department submits a report to the Dean of the faculty on the adopted resolutions regarding:

1. the readiness of the doctoral student for defence before ASC;

2. a suggestion for ASC composition;

3. (new – 08.06.2020) the performance of all activities contemplated in the individual study plan and positive

attestation grades for all academic years.

**Art. 67.** FC pronounces a resolution on the suggestion of DC not later than one month after the resolution of DC, and nominates ASC and makes a suggestion to the Rector of MU-Varna to deregister the doctoral student, to approve the ASC composition and the date of the defence.

**Art. 68. (1)** The Rector of MU-Varna deregisters the doctoral student with an order, approves ASC and determines the date of the defence within 7 days of the suggestion of FC.

**(2)** The doctoral student may be deregistered with or with no right to defend, respectively with or without an appointed ASC panel.

**Art. 69.** The doctoral student submits to the DS department the following documents up to 14 days after issuance of Rector's order of the on their deregistration with a right to defend and appointed ASC panel:

1. One original set of documents in paper form and six sets on an electronic medium (flash drive), which contain:

1.1. an application to the Rector for opening a defence procedure;

1.2. an up-to-date curriculum vitae signed by the doctoral student;

1.3. a list of the publications related to the research topic of the dissertation signed by the doctoral student;

1.4. copies of the publications related to the research topic of the dissertation;

1.5. a list of reports, posters and notices of scientific forums related to the dissertation;

1.6. a declaration of originality – where a part of the dissertation has been elaborated outside MU-Varna, the doctoral student must submit a document from the admitting institution for the authenticity of the research conducted in it;

1.7. a declaration of a lack of claims by the co-authors in the event of participation of a collective;

1.8. an affidavit of authenticity of documents submitted;

1.9. (amended – 08.06.2020) other documents – the candidate may enclose documents related to the professional qualification; a copy of a document for acquired speciality; documents for participations in scientific projects; statement about the impact factor issued by the library of MU-Varna or of other HEI or SO, according to the database of Clarivate Analytics; statement of citations issued by the library of MU-Varna or of other HEI or SO; proof of current registration of a Research Gate Profile and other scientific networks; applications for and certificates of patents, inventions, implementations, etc.; participations in scientific forums, congresses, and conferences not related to the topic of the dissertation; statement of the educational workload, etc.

2. the dissertation, laid out in compliance with the requirements of MU-Varna (six copies in paper form), enclosed in hard covers, and one on an electronic medium - flash drive;

3. (amended and supplemented – 11.03.2019) a dissertation abstract in Bulgarian, laid out in compliance with the requirements of MU-Varna (ten copies in paper form and one on an electronic medium – flash drive) and in English (one on an electronic medium – flash drive);

4. completed NCID information cards in Bulgarian and in English and declarations of author's consent in compliance with the Copyright and Related Rights Act (on an electronic medium – flash drive, in Word format);

5. a summary of the dissertation in English in a volume not less than 10 standard typed pages (on an electronic medium – flash drive);

6. (new – 08.06.2020) proof of registration of a valid Google Scholar Profile and ORCID Profile.

## SECTION IV

### CONDITIONS AND PROCEDURE FOR AWARD OF A PhD SCIENTIFIC DEGREE

**Art. 70. (1)** A doctoral student is admitted to defence of dissertation for award of a PhD scientific degree when they have been deregistered with a right to defend and meet the national minimum requirements.

**(2)** The right to defend may be exercised not later than 5 years after the resolution of FC on the doctoral student's deregistration.

**Art. 71. (1)** Within 14 days of the Rector's order on the deregistration of the doctoral student with a right to defend, at its first session attended in person or held in absentia, ASC shall elect a chair (out of the internal members), distribute the obligations for preparation of reviews and opinions, and set the time and place of conducting the public defence.

**(2)** The chair of ASC must be an internal member – a person holding an AP from the staff of MU-Varna.

**(3)** All ASC members sign a declaration of a lack of conflict of interest and declare non-existence of such circumstances.

**(4)** The ASC members must prepare two reviews (at least one of them is by an external member and at least one of them – by a professor) and three opinions.

**Art. 72. (1)** In the event it is technically impossible to set a date for a closing session of ASC, it may be determined with an order of the Rector within 14 days of the first ASC session held.

**(2)** The reviews and the opinions shall end with a positive or negative assessment and shall be submitted to the DS department of MU-Varna within 3 months of the election of ASC.

**(3)** The head of the DS department of MU-Varna submits the collected reviews, opinions, the dissertation abstract and the date of holding the defence for publishing on the website of MU-Varna.

**Art. 73. (1)** ASC holds an open session for defence of the dissertation within one month of the publication of the dissertation abstract, the reviews and the opinions on the website of MU-Varna, but not earlier than 15 days from the date of their publication.

**(2)** The open session is presided over by the ASC chair and is subject to the following procedure:

1. The ASC chair introduces the doctoral student.
2. The doctoral student makes a brief presentation of the main results of the dissertation.
3. The ASC chair presents the reviews and the opinions of ASC on the merits of the dissertation.
4. The ASC members and each attendee of the public defence may ask questions and make statements.
5. Each member of ASC publicly announces their assessment – positive or negative.
6. The ASC chair announces the result of the defence.

**Art. 74. (1)** A successfully defended dissertation is deemed one that has received at least three positive assessments.

**(2)** The unsuccessfully defended dissertation is returned for revision.

**(3)** In the event of an unsuccessful defence, at the candidate's request, not later than one year after the date of the return, a new procedure for defence is opened following the candidate's filling of an application to the Rector of MU-Varna.

**(4)** The second procedure for defence is final.

**Art. 75. (1)** PhD scientific degree is awarded to persons who hold a Master's degree and meet the national minimum requirements, following a training in a doctorate and successful defence of a dissertation under the provisions of ASDRBA, IRASDRBA and these Regulations.

**(2)** PhD scientific degree is awarded on the day when the dissertation is defended successfully.

**Art. 76. (1)** PhD scientific degree is certified with a diploma in Bulgarian, issued by the DS department based on a uniform

format approved by the Minister of Education and Science.

(3) For award of a diploma of the scientific degree of PhD, the person must have submitted to the DS department all documents accompanying their procedure.

(4) In the event of an application in writing from the person, a supplement to the diploma in English may also be issued.

(5) The diploma is sent to MES for registration within three days of its issuance.

**Art. 77. (1)** Within 14 days of the issuance of the diploma of the PhD scientific degree, the DS department sends to NCID the following documents:

1. a copy of the diploma;
2. (repealed – 11.03.2019);
3. a dissertation and a dissertation abstract in PDF or Word format and one copy of each in paper form.

(2) The DS department submits one copy of the dissertation and the dissertation abstract to SS. Cyril and Methodius National Library.

## **SECTION V PHD TUITION FEES AND FUNDING**

**Art. 78.** Studying for the scientific degree of PhD in full and part-time mode of study involves the following fees and costs:

1. entrance examination (including in a subject and in a foreign language) fee, as approved by MES in CMD;

2. a tuition fee, as approved by MES in CMD, to be paid as a lump sum at the beginning of training. Persons under employment contracts with MU-Varna and registered in full-time and part-time doctoral programme at the university are not required to pay a tuition fee. Doctoral students are exempt from paying tuition fees in the last two years of their training. In the event of extension of the programme length, doctoral students owe the fees for each following year;

3. administrative fees, in compliance with a resolution of

AC;

4. public defence procedure costs: doctoral students whose education is subsidised by the state (full-time/part-time mode of study) do not pay any costs related to the procedure for public defence of their dissertation. This right is one-off and applies to the candidate's first defence. In such cases the costs of the public defence, including costs of business trips and remuneration of the ASC members for preparation of reviews and opinions, as determined with a resolution of AC, are borne by MU-Varna.

**Art. 79.** Studying for the scientific degree of PhD in a self-study programme involves the following fees:

1. (amended and supplemented – 11.03.2019) tuition fee – determined with a Resolution of AC of MU-Varna.

2. administrative fees, in compliance with a resolution of AC;

3. (amended and supplemented 22.07.2019) Fee for holding a public defence:

3.1. persons under employment contracts with MU-Varna, registered in a self-study programme at MU-Varna do not pay any costs related to the procedure for public defence of their dissertation. This right is one-off and applies to the candidate's first defence. In such cases the costs of the public defence, including any costs of business trips and remuneration of the ASC members for preparation of reviews and opinions, as determined with a resolution of AC, are borne by MU-Varna;

3.2. (amended and supplemented – 22.07.2019) persons who are not under employment contracts with MU-Varna, registered in a self-study programme at MU-Varna, pay a fee for public defence of their dissertation, as determined with a resolution of AC. Any travel and accommodation costs of the ASC members are not covered by MU-Varna;

3.3. (amended and supplemented – 22.07.2019) the dissertation public defence fee is deposited into the account of MU-Varna up to 14 days prior to the closing session of ASC.

**Art. 80. (1)** For the persons working under employment



contracts with MU-Varna, registered in a doctorate in another accredited HEI or SO due to a lack of accredited doctoral programme at MU-Varna, the university may cover the tuition fee of the doctoral student employed with MU-Varna subject to a decision of the Rector of MU-Varna.

(2) In the cases under para. 1, the costs of the procedure for public defence of the dissertation, including costs of business trips and remuneration of the ASC members for preparation of reviews and opinions, are covered by MU-Varna following a decision of the Rector. This right is one-off and applies to the candidate's first defence.

(3) (new – 09.12.2019) In the event the costs of the training in a doctorate are covered, the employee signs a contract with MU-Varna under art. 234 of the Labour Code. The Doctoral School department draws up the contract based on a model approved with an order of the Rector. The employee preparing the contract signs it as 'drawn up by' and after its execution by the doctoral student submits it for signature of approval to the head of the Doctoral School department. The contract is then submitted for signature to the head of FCO and the Rector or authorised persons.

**Art. 81. (1)** Doctoral students who are citizens of other EU member states, of states that are party to the EEA Agreement, or of the Swiss Confederation, pay fees for their tuition under the conditions and the procedure set out for Bulgarian nationals.

(2) Foreign doctoral students pay fees whose amount may not be lower than the differentiated norms for maintenance of the training at MU-Varna.

(3) The fees under the foregoing paragraph do not apply to doctoral students admitted under intergovernmental agreements in which this issue is regulated on a reciprocal basis.

(4) Bulgarians residing outside the Republic of Bulgaria pay fees for their tuition under the provisions and the procedure set out for Bulgarian nationals, unless an international agreement states otherwise.

(5) Persons with dual citizenship, one of which is Bulgarian, pay half the amount of the fee determined by MU-Varna in the event they apply and are accepted under the provisions and the procedure set out by the Council of Ministers.

**Art. 82. (1)** MU-Varna provides its facilities and bears the costs of registration, tuition and defence of the dissertations of doctoral students in a full-time and part-time mode of study subsidised by the state, in compliance with the differentiated norms for education of doctoral students as set out by the Council of Ministers.

(2) Organisations that are interested in the results of the respective dissertation may provide to the doctoral students facilities and funds necessary to support its elaboration.

**Art. 83. (1)** The funds for covering the financial and material needs of the elaborated dissertations are approved annually by the Rector of MU-Varna by types of costs – costs of the maintenance of the tuition and social and living expenses.

(2) The financing of the experimental work for each dissertation is granted in accordance with separate annual budgets approved by the Rector of MU-Varna.

**Art. 84. (1)** Doctoral students registered for training at MU-Varna have the right to apply to the Science Fund of the university for funding of the scientific research included in their dissertation.

(2) The forms of funding, the amounts granted and the application procedure are set out in the regulations of the fund.

## **SECTION VI**

### **AWARD OF A DOCTOR OF SCIENCE SCIENTIFIC DEGREE**

**Art. 85. (1)** A scientific degree of Doctor of Science at MU-Varna is awarded to holders of a PhD degree who meet the applicable national minimum requirements, under the provisions and the procedure of ASDRBA, IRASDRBA and ASDR of MU-Varna.

(2) Other things being equal, persons who have acquired a Doctor of Science scientific degree will have priority in holding AP.

**Art. 86. (1)** A candidate for a Doctor of Science scientific degree makes a presentation of a dissertation project (including topicality of the issue, goal and objectives, working hypotheses, design of research) and submits a curriculum vitae to DC.

(2) The dissertation (the research topic) must discuss an original theory, a theoretical or empirical summary, a solution to a great scientific or applied problem at the level of contemporary science.

(3) The dissertation may not be a word-by-word repetition of the research topic and of considerable part of the content of the presented dissertation for acquiring a PhD scientific degree.

(4) The dissertation project is subject to discussion by DC. In case of a positive opinion of DC, the head of the department suggests to FC to launch a procedure for preliminary discussion.

(5) The head of the department submits to the CD department a report and minutes from the session, which contain the research topic of the dissertation, the higher education area, PF and the subject within 7 working days of the DC session.

(6) A record is prepared for each candidate at the respective department and at the CD department, in which the documents related to the procedure are kept.

**Art. 87. (1)** After the candidate assesses their own readiness for internal defence, but not earlier than six months after the resolution of FC on launching the procedure for preliminary discussion, submits the following to the head of the department:

1. a dissertation in its full volume (at least 3 copies in paper form);

2. a dissertation abstract in Bulgarian (at least 3 copies in paper form);

3. a list and copies of the publications (in paper form) on the topic (not less than 10 copies of full-text publications, actually

published in scientific media);

4. a completed standardised electronic reference, evidencing the fulfilment of the minimum requirements for award of a Doctor of Science scientific degree, with paper and electronic version of the enclosed evidence, arranged and numbered in accordance with the electronic description, as well as a statement of the original scientific contributions, enclosed with the respective evidence;

(2) If the conditions under the foregoing paragraph are met, the head of the department draws up a report to the Dean with a suggestion for launching a procedure for internal defence with a resolution of FC.

(3) FC votes on launching a procedure for internal defence.

(4) **Art. 88. (1)** A session of DC for internal defence is fixed within one month of the resolution of FC. The DC session may also be attended by other invitees with proven competences in the discussed research topic, but with no right to vote.

(2) At the internal defence, the candidate presents their dissertation, which is discussed by the members of DC, after which a resolution is adopted on a show of hands, by a simple majority on:

1. the readiness for defence before ASC;
2. a suggestion for ASC composition (in case of a positive resolution on the readiness for defence).

**Art. 89. (1)** FC appoints the ASC members not later than one month from the suggestion of DC and makes a suggestion to the Rector of MU-Varna for approval of its composition, as well as about the date of the defence.

(2) Within 7 days of the suggestion of FC, the Rector of MU-Varna approves ASC with an order and also determines the date of the defence.

(3) ASC consists of seven habilitated persons. At least three of its members are professors. At least four of its members are external to MU-Varna.

(4) Within 14 days of the issuance of the Rector's order, the

candidate submits to the CD department the following documents:

1. a dissertation laid out in compliance with the requirements of MU-Varna (seven copies in paper form), enclosed in hard covers, and one on an electronic medium (flash drive);

2. (amended and supplemented – 11.03.2019) a dissertation abstract in Bulgarian, laid out in compliance with the requirements of MU-Varna (eleven copies in paper form and one on an electronic medium – flash drive) and in English (one on an electronic medium – flash drive);

3. an application to the Rector for launching a defence procedure;

4. a curriculum vitae signed by the candidate;

5. a certified true copy of a Master degree diploma with the supplement to it;

6. a certified true copy of a diploma of a PhD diploma;

7. a completed standardised electronic reference evidencing the fulfilment of the minimum requirements for award of a Doctor of Science scientific degree with a paper and electronic version of the enclosed evidence, ordered and numbered in accordance with the electronic description, as well as a statement of the original scientific contributions, enclosed with the respective evidence;

8. a declaration of originality, and in case of participation of a collective - a declaration of a lack of claims by the co-authors is submitted;

9. an affidavit of authenticity of documents submitted;

10. a proof of paid fee, in the event that the candidate is an external person to MU-Varna, i.e. they are not under an employment contract with MU-Varna; the amount of the fees for Bulgarian and foreign nationals for acquiring a Doctor of Science scientific degree is approved by AC;

11. a list of the publications related to the research topic of the dissertation (not less than 10 publications) signed by the candidate;

12.copies of the publications related to the research topic of the dissertation;

13.the candidate may also enclose other documents related to the professional qualification, different from those detailed in the minimum requirements for acquiring a Doctor of Science scientific degree, as well as a dissertation abstract in English (on an electronic medium – flash drive);

14.completed NCID information cards in Bulgarian and in English (on an electronic medium – flash drive).

15.The summary of the dissertation in English in a volume of not less than 10 standard pages (on an electronic medium – flash drive) is submitted to the library of MU-Varna.

(5)(Amended and supplemented – 11.03.2019) All documents under subpara. 3 – subpara. 12 are submitted in one copy – original hardcopy, and eight – on an electronic medium (flash drive). In the event the documents under subpara. 5 and subpara. 6 are issued by a foreign HEI or organisation, the candidate submits a certificate of recognised higher education degree and PhD scientific degree, issued by MU-Varna or by NCID.

**Art. 90. (1)** Within 14 days of the issuance of the Rector's order on the ASC composition, the first ASC session attended in person or held in absentia is convened, at which an election of a Chair (an internal member to MU-Varna) is conducted and the obligations for preparation of reviews and opinions are distributed among the members.

(2) Three of the ASC members, two of which are professors, elaborate reviews. At least one of the reviews is by a person who is external to MU-Varna. The remaining ASC members give opinions.

**Art. 91.** The date of holding the defence, the reviews, the opinions and the dissertation abstract are published on the website of MU-Varna within 30 days prior to the date of the defence.

**Art. 92. (1)** ASC holds an open session for the defence of the

candidate's dissertation within one month of the publication of the dissertation abstract, the reviews and the opinions.

(2) at the open session:

1. the ASC chair introduces the candidate;
2. the candidate makes a short presentation of the main results of the dissertation;
3. the ASC chair presents the reviews and the opinions to ASC;
4. the ASC members and each attendee of the public defence may ask questions and make statements;
5. each ASC member publicly announces their assessment – positive or negative;
6. the ASC chair announces the result of the defence.

**Art. 93. (1)** A dissertation which has received four or more positive assessments is considered successfully defended.

(2) An unsuccessfully defended dissertation is returned for revision. At the candidate's request, a new procedure for defence is set not later than one year after the date of the return, subject to an application to the Rector filed by the candidate.

(3) Following a positive resolution of the Rector, an ASC composition and a date of the second defence are voted again at a DC session, and are suggested for voting by FC. The procedure for the second defence continues under terms and conditions identical to the first procedure.

(4) The resolution of ASC from the second procedure held for dissertation defence is final.

**Art. 94 (1)** Academic scientific degree Doctor of Science is awarded on the day on which the dissertation is defended successfully.

(2) Academic scientific degree Doctor of Science is certified with a diploma issued by the CD department, in a uniform format, approved by MES in Bulgarian, and in case of an application filed in writing, it is also issued in English, if all documents of the person accompanying their procedure are in place.

(3) The diploma is sent to MES via NCID for registration within three days of its issuance.

(4) Individuals who are not employed under an employment contract with MU-Varna pay the costs of the public defence for award of Doctor of Science degree.

(5) The costs under the procedure for the public defence include expenses on remuneration of the ASC members for elaboration of reviews and opinions, determined with a resolution of AC, and social security of the ASC members.

(6) The costs are deposited into the account of MU-Varna 14 days prior to the closing session of ASC, with the exception of the expenses on social security, which are contributed within 5 days of the session.

(7) The costs of the public defence for award of Doctor of Science degree to individuals under an employment contract with MU-Varna are borne by MU-Varna. The right is one-off and applies to the first defence of the candidate.

(8) The head of the admitting department elaborates a general report to the Deputy Rector for CD not later than 14 days prior to the closing session of ASC on:

1. Payment of remuneration, in compliance with an order of the Rector;

2. Payment of business trip costs of external ASC members (travel expenses, daily allowance and accommodation expenses);

(9) (new – 08.06.2020) For the individuals working under an employment contract with MU-Varna who have started a procedure for defence of Doctor of Science degree at another accredited HEI or SO, due to a lack of an accredited discipline at MU-Varna, the university may bear the costs of the business trips and remuneration, including any social security of the ASC members for elaboration of reviews and opinions, following a resolution of the Rector. The right is one-off and applies to the first defence of the candidate.



## SECTION VII

### PROCEDURE FOR RECOGNITION OF PhD AND DOCTOR OF SCIENCE DEGREES ACQUIRED ABROAD

**Art. 95. (1)** MU-Varna carries out recognition of scientific degrees acquired abroad, and each individual case is assessed by a scientific committee appointed with an order of the Rector.

**(2)** PhD and Doctor of Science scientific degrees acquired abroad are recognised by MU-Varna in compliance with the regulatory acts and international agreements to which the Republic of Bulgaria is a party.

**Art. 96. (1)** For recognition of the scientific degrees awarded abroad, interested individuals submit to the Rector the following documents:

1. a dissertation abstract in Bulgarian – 10 copies in paper form and 1 copy on an electronic medium (flash drive);

2. a dissertation in the original language – 5 copies in paper form and 1 copy on an electronic medium (flash drive);

3. copies of full-text publications related to the dissertation – 5 copies in paper form and 1 copy on an electronic medium (flash drive);

4. an application to the Rector for recognition of an acquired scientific degree;

5. a signed curriculum vitae;

6. (amended and supplemented – 11.03.2019) a certificate of recognised Master's degree, issued by MU-Varna or by NCID.

7. a diploma for acquired PhD or Doctor of Science scientific degree, issued by an accredited HEI – legalised, translated and certified in compliance with the provisions of the international agreements of the Republic of Bulgaria with the country of issuance, and in the event of a lack of such – under the general procedure for the legalisations, translations and certifications of documents;

8. a list of the full-text publications related to the dissertation,

signed;

9. a proof of paid fee, as determined with a resolution of AC;

10. a declaration of originality of the dissertation;

11. an affidavit of authenticity of documents submitted;

12. a summary of the dissertation in English in a volume of not less than 10 standard pages (on an electronic medium – flash drive).

(2) For recognition of a PhD or a Doctor of Science degree acquired abroad, all documents under subpara. 4 – subpara. 11 are filed in one original copy in paper form and five copies on an electronic medium (flash drive).

**Art. 97. (1)** The scientific committee on recognition is appointed with an order of the Rector and upon the recognition of:

1. PhD scientific degree it consists of at least 5 habilitated persons from the respective scientific area, of which at least one professor;

2. Doctor of Science scientific degree it consists of at least 7 habilitated persons from the respective scientific area, of which at least two professors;

(2) The panel of the scientific committee includes the Deputy Rector for CD and a legal advisor.

(3) The academic selection committee is appointed at the suggestion of the head of the primary unit from the respective scientific area.

(4) The Rector issues an order not later than one month after document submission and receipt of confirmation of the identity of the diploma for a PhD/ Doctor of Science scientific degree issued abroad.

**Art. 98. (1)** The session of the academic selection committee is held within 1 month of the date of issuance of the Rector's order.

(2) The academic selection committee adopts a resolution on recognition or refusal of recognition on a show of hands, by a

simple majority.

(3) The chair of the academic selection committee elaborates a summary report – conclusion on the positive or negative resolution adopted, assessing whether the provisions of ASDRBA, IRASDRBA, these Regulations and the international treaties to which the Republic of Bulgaria is a party have been observed. Not later than 7 days after holding the session, the report is sent to AC with a suggestion for recognition/non-recognition of the degree. AC adopts a resolution on a show of hands.

(4) The chair of the academic selection committee notifies the candidate in writing of the result within 14 days of the resolution of AC.

(5) The Rector issues a Certificate of recognition of the PhD or Doctor of Science scientific degree acquired abroad within one month of the resolution of AC. A copy of the certificate is kept at the DS department or CD in the candidate's record.

**Art. 99. (1)** Following a positive resolution of AC, the candidate completes NCID information cards, which they submit to the DS department in paper form or on an electronic medium (flash drive) within 7 days of the recognition of the PhD or Doctor of Science scientific degree (in Bulgarian and in English). The templates of the information cards are available on the website of MU-Varna ([www.mu-varna.bg](http://www.mu-varna.bg)).

(2) Within 14 days of issuance of the certificate, the DS department (in the case of PhD) or CD (in the case of Doctor of Science) sends to NCID the following documents:

1. a copy of the Certificate of PhD/Doctor of Science scientific degree;

2. completed information cards for defended dissertation in Bulgarian and in English on an electronic medium in Word format and in paper form;

3. a dissertation and a dissertation abstract in PDF or Word format and one copy of each in paper form.

(3) The DS department (for those who have acquired a PhD

scientific degree) and CD (for those who have acquired an academic scientific degree Doctor of Science) submit one copy of the dissertation and the dissertation abstract to SS. Cyril and Methodius National Library.

### **CHAPTER III HOLDING ACADEMIC POSITIONS AT MU-VARNA**

#### **SECTION I. CONDITIONS AND PROCEDURES FOR HOLDING THE ACADEMIC POSITION OF ASSISTANT PROFESSOR**

**Art. 100.** The academic position of Assistant Professor is taken up following a competition under the provisions of this section.

**Art. 101. (1)** (amended – 08.06.2020) The procedure for filling the academic position of Assistant Professor is launched with a resolution of AC at the suggestion of FC and of the department for whose needs the competition is announced. The suggestion of DC is consulted in advance with the Head of the Educational Affairs directorate.

**(2)**(amended – 22.07.2019) The advertisement for the competition is published in the national or local press and on the website of MU-Varna.

**(3)**(amended – 22.07.2019) The deadline for submission of documents is 1 month from the date of publishing the advertisement.

**(4)** Applicants submit to the Human Resources department the following documents:

1. an application to the Rector for admission to participation in the competition;
2. a curriculum vitae signed by the applicant;
3. (amended and supplemented – 11.03.2019) a certified true copy of the candidate's Master's degree diploma in a discipline corresponding to the announced competition, together with the

supplement to it. In the event the higher education degree is acquired at a foreign HEI, the applicant submits a certificate from NCID of recognition of their higher education degree or a certificate of recognised professional qualification for the disciplines of the regulated professions;

3.1. application with an academic transcript (an original or a notarised copy) is allowed for students who have completed their studies but have not been issued a diploma;

3.2. students who have completed their studies at MU-Varna and have successfully passed their state examinations are allowed to apply with a certificate issued by MU-Varna with enclosed information sheet about the examinations passed and the grades from them;

4. a certified true copy of the applicant's document for recognised speciality (if any);

5. a certified true copy of the applicant's PhD degree diploma (if any);

6. a copy of an order for deregistration with a right to defend (if any);

7. a document certifying a foreign language competence (if any);

8. a document for professional experience (if any);

9. a medical certificate;

10. a police clearance certificate;

11. an affidavit of authenticity of documents submitted;

12. the applicant may also submit other documents and/or information in accordance with Appendix No. 2 of these Regulations.

(5) A winner of the Golden Hippocrates or Golden Galen award for the respective year has the right to be appointed Assistant Professor in the respective PF by the Rector without competition, following a positive resolution of AC. The suggestion to AC is from the Dean of the faculty at the suggestion of the head of the department.

(6) The applicant under the foregoing paragraph submits the

documents required under the provisions of para. 4.

**Art. 102. (1)** (amended – 22.07.2019) Within 20 days of the expiry of the deadline for document submission, a committee appointed with an order of the Rector considers the submitted documents of the applicants. The panel of the committee includes: the Deputy Rector for CD (chair), the dean of the respective faculty (head of the affiliate/college/department), the head of the department (for whose needs the competition is organised), the head of TS (for the applicants for MC), the head of the CD department, the head of the Human Resources department and a legal advisor.

(2) The committee adopts a resolution on the admission of the applicants and draws up minutes, signed by all members and approved by the Rector.

**Art. 103. (1)** Within 10 days of the session of the admission committee all applicants are notified in writing by the Human Resources department of the adopted resolution. The admitted applicants are notified in writing of the date, time and place of holding the competition, and a synopsis with questions for preparation for the qualifying examination is enclosed.

(2) The synopsis is prepared by the head of the department/TS (for MC) for whose needs the competition is announced, and is approved by the head of the respective main unit/head of affiliate.

(3) The examination includes examination in the announced speciality and establishing level B1 of competence of a foreign language, as required for teaching the respective speciality.

(4) For MC and the affiliates, the examination is only in the subject without establishing a level of foreign language competence, unless otherwise resolved by AC.

(5) (new – 22.07.2019) The non-admitted applicants are notified in writing of the reasons for non-admission. The non-admitted applicants may file an objection to the Rector of MU-Varna within 7 days of the notice. The Rector takes a final decision on the case within 3 days of receiving the objection.

**Art. 104.** The qualifying examination in the announced subject is conducted from 10 to 30 days of the date of sending the notice of admission to competition.

**Art. 105. (1)** The examination is held by a committee appointed by the Rector, at the respective main unit/ head of affiliate.

(2) The suggestions for the members of the examination committee are submitted to the Rector not later than the expiry of the document submission deadline.

(3) (amended – 22.07.2019) The committee consists of two habilitated persons in the field in which the competition is announced, and the head of the primary unit (for MC the head of TS) in their capacity of chair. In the event of a lack of sufficient number of habilitated persons, one member of the committee may be a person holding a PhD or Doctor of Science scientific degree in the same subject.

**Art. 106. (1)** The qualifying examination in the subject is written; it includes at least two questions and has a duration of 4 hours. Applicants who received a grade of at least Very Good (5.00) as an average result of the assessment in the individual attempted questions are deemed to have successfully passed their examination. If the grade for either attempted question is Fail (2.00), the applicant will not participate in the ranking.

(2) (amended – 22.07.2019) The level of competence of a foreign language is established by a committee appointed by the Director of the **DFLCS** of MU-Varna through a test and an interview within 10 working days of the examination in the advertised speciality. An average grade from the test and the interview of at least Good (4.00) is a criterion of successfully passed examination.

(3) The results of the examination in foreign language competence are certified with a record, which is submitted to the chair of the committee on the advertised speciality within 2 working days.

(4) Only applicants who successfully pass the examination in

speciality and demonstrate the required level of foreign language competence participate in the ranking with the grade from the examination in speciality.

(5) Within three days of the ranking of the applicants, the chair of the examination committee notifies the head of the department in writing of the results of the conducted examinations and the ranking. This does not apply to the cases where the chair of the examination committee is the head of the respective department.

(6) (amended – 22.07.2019) DC/College Council selects the applicant who will take the competitive position on a show of hands not later than 14 days from the ranking of the applicants.

(7) Within 5 working days of the resolution of DC, the head of the respective department presents a written report to the Rector on the selected applicant, following a consultation with the head of the main unit or the affiliate.

(8) Within the term under para. 7, the head of the department for whose needs the competition was announced notifies the applicants in writing of the results of the selection and submits to the Human Resources department the documents from the conducted examination.

**Art. 107. (1)** Within one month of the notice of the selection, the Rector signs an employment contract for filling the academic position of Assistant Professor with the selected applicant for a term not longer than 4 years.

(2) In the cases where the person suggested for appointment to the academic position of Assistant Professor is a doctoral student who is deregistered with a right to defend, the term of the employment contract cannot be longer than 2 years.

(3) Within the term of the employment contract, the assistant professor must acquire a PhD scientific degree.

**Art. 108.** (amended – 22.07.2019) In the cases where only one applicant holding a PhD degree and/or speciality in the announced subject took part in the announced competition for assistant professor, the admission committee may suggest their



appointment without a qualifying examination.

**Art. 109.** At the suggestion of the head of the department, consulted with the Dean of the respective faculty, the Rector may appoint a person to an unoccupied position of Assistant Professor until holding a competition.

**Art. 110.** Any person appointed, after a competition, to the academic position of Assistant Professor in order to cover the post until the return of its substantive post-holder, may be reappointed without a qualifying examination to an unoccupied position of Assistant Professor in the same subject. Such reappointment is carried out by the Rector at the suggestion of the head of the department, consulted with the Dean of the respective faculty, after announcing a vacant staff position under the provisions of art. 101.

**Art. 111.** Having been awarded of the scientific degree of PhD, an assistant professor has the right to participate in a competition announced by MU-Varna for filling academic position of Head Assistant Professor under the provisions of ASDRBA, IRASDRBA and these Regulations.

## **SECTION II. CONDITIONS AND PROCEDURES FOR HOLDING THE ACADEMIC POSITION OF HEAD ASSISTANT PROFESSOR**

**Art. 112. (1)** The academic position of Head Assistant Professor is taken up after winning a competition and selection by FC.

**(2)** The academic position of Head Assistant Professor is held by persons who fulfil the following conditions:

1. They have acquired a PhD scientific degree, which for the specialties under the regulated professions corresponds to the announced competition;

2. (amended and supplemented – 11.03.2019) They meet the national minimum requirements, the requirements of MU-Varna and fulfil the conditions of the competition for which they apply;

3. They have been lecturers, including part-time, for not less than 2 years, over a period of up to ten years prior to announcing the competition.

**Art. 113. (1)** (amended – 08.06.2020) The competition for holding the academic position of Head Assistant Professor is opened with a resolution of AC at the suggestion of FC or the council of the respective unit (**DFLCS**, affiliate, college) and of the department for whose needs the competition is announced. The suggestion of DC is consulted in advance with the Director of the Educational Affairs directorate.

(2) The competition is published in SG and announced on the website of MU-Varna on the date of publishing in SG.

(3) The deadline for document submission for participation in the competition is not shorter than two months from its publishing in SG.

**Art. 114.** The applicants for holding the academic position of Head Assistant Professor are assessed considering the following indicators:

1. teaching work:
  - auditorium and extra- auditorium activities;
  - use of e-teaching;
  - work with students and doctoral students;
  - joint work with students in research and creative projects.
2. research:
  - participation in research projects completed with scientific results;
    - scientific publications – printed, as well as electronic scientific publications, including in the scientific electronic archive of the respective HEI or SO;
3. work for elaboration of curricula or conducting courses.

**Art. 115. (1)** The applicants for participation in the announced competition submit the following documents to the CD department:

1. an application to the Rector for admission to participation in the competition;

2. certified true copy of a Master's degree diploma together with the supplement to it;

3. (supplemented – 22.07.2019) certified true copy of a PhD degree diploma or a document certifying that the applicant has acquired a PhD degree, issued by the respective HEI or SO;

4. a completed standardised electronic reference evidencing fulfilment of the minimum requirements for holding the academic position of Head Assistant Professor with paper and electronic version of the enclosed evidence, ordered and numbered in accordance with the electronic description;

5. a curriculum vitae signed by the applicant;

6. a certified true copy of a document for acquired speciality in the healthcare system (if set out in Regulation No. 1 of 22.01.2015 on the acquisition of speciality in the healthcare system) – if required by the terms and conditions of the competition;

7. a certificate of professional experience in the subject;

8. a certificate of teaching experience;

9. a medical certificate;

10. a police clearance certificate;

11. a document certifying a foreign language competence – level B2, or an analogous document, issued by the **DFLCS** of MU-Varna, if required by the terms and conditions of the competition;

12. other documents related to the research and teaching work;

13. an affidavit of authenticity of documents submitted.

(2) (amended and supplemented – 22.07.2019). All documents under para. 1, subpara. 1 – subpara. 13 are submitted in one copy – original, in paper form, and 6 – on an electronic medium (flash drive). In the event the documents under subpara. 2 and subpara. 3 are issued by a foreign HEI, the applicant submits a certificate from NCID of recognition of their Master's and PhD degrees, and a certificate of recognised professional qualification for the specialties under the regulated professions.

(3) The documents are submitted for consideration by the

Committee on admission to competition, appointed by the Rector of MU-Varna.

**Art. 116.** The procedure for admission to participation in competition and determining the composition of the ASC panel for the competition follows the rules described in the General provisions of these Regulations.

**Art. 117. (1)** The competition is held by screening documents not later than one month of sending the notice of admission to participation in the competition.

**(2)** The competition is conducted by ASC in a composition of five habilitated persons, suggested by the head of the department (based on a resolution of DC), and approved by FC. At least two of the ASC members are external to MU-Varna.

**(3)** The ASC composition is determined with an order of the Rector not later than two months of promulgating the competition in SG.

**(4)** An internal to MU-Varna ASC member is elected chair of ASC.

**Art. 118. (1)** The costs for filling the academic position of Head Assistant Professor at MU-Varna are borne by the university.

**(2)** The head of the admitting department prepares a general report to the Deputy Rector for CD not later than 14 days prior to the closing session of ASC on:

1. payment of remuneration, in compliance with an order of the Rector;
2. payment of business trip costs to external ASC members (travelling costs, daily allowances and accommodation costs).

**Art. 119. (1)** The competition is organised by the head of the admitting department or TS.

**(2)** At the beginning of the closing session, the applicants make a brief presentation on a topic chosen by them, which is consistent with the announced competition, and answer questions asked by the ASC members.

**(3)** Each ASC member assesses the applicants individually

based on the fulfilment of the national minimum requirements, the compliance with the requirements of MU-Varna and on additional indicators such as:

1. teaching work:
  - auditorium and extra- auditorium activities, use of e-teaching;
  - work with students and doctoral students, joint work in research and creative projects;
  - work on elaboration and introduction of curricula or academic courses.
2. Research:
  - participation in research projects finalized with research works;
  - academic publications in periodic, specialised or in electronic media, including in the scientific electronic archive of MU-Varna.
3. Diagnostic and treatment activities – for clinical specialities.

(4) ASC members review the results and the contributions and assess positively or negatively each applicant.

(5) Within 7 days of conducting the competition, the ASC chair submits to FC a generalised report, signed by all ASC members, with a conclusion on the results of the competition, finalized with a suggestion for selection.

(6) In the event of more than one applicant for the respective competition, the final report of the ASC chair must contain a reasoned suggestion to FC for selection of one applicant.

**Art. 120. (1)** The selection of a Head Assistant Professor is carried out by FC on a show of hands, by a simple majority, not later than 14 days of receiving the minutes of the session of ASC. For MC and the affiliates, the resolution is adopted by AC on a show of hands, by a simple majority. Only members of FC/AC who are habilitated persons or hold a scientific degree of PhD and/or Doctor of Science may participate in the voting.

(2) The result of the competition and the selection are

announced to every applicant in writing within 14 days of the resolution of FC/AC by the CD department, which also submits information for publishing on the website of MU-Varna.

(3) The CD department sends a copy of the notice of the selection of FC signed by the applicant or another proof of receipt of the notice to the Human Resources department within 3 working days.

(4) In the event of terminated competition due to the lack of selection, within 14 days of receiving the report of the ASC chair by the CD department, the latter notifies the applicants in writing of the conclusion of ASC.

(5) Within one month of the notice of selection, the Rector enters into an employment contract for filling the academic position of Head Assistant Professor with the applicant who wins the competition.

**Art. 121.** Within 14 days of the selection of FC, the CD department submits the necessary information and documents to NCID in compliance with Regulation No. 3.

### **SECTION III. CONDITIONS AND PROCEDURES FOR HOLDING THE ACADEMIC POSITION OF ASSOCIATE PROFESSOR**

**Art. 122.** The academic position of Associate Professor is taken up based on competition and selection procedure.

**Art. 123. (1)** A competition for filling the academic position of Associate Professor is opened, if the respective teaching or research workload can be provided in compliance with the Regulations of MU-Varna.

(2) (amended – 08.06.2020) The competition for filling the academic position of Associate Professor is opened with a resolution of AC at the suggestion of FC or the Council of the respective structural unit (**DFLCS**, affiliate, college) and of the department for whose purposes the competition is announced. The suggestion of DC is consulted in advance with the Director

of the Educational Affairs directorate.

(3) The competition is announced in SG, on the website of MU-Varna and must be completed within 6 months of publication of the advertisement.

**Art. 124.** The procedure for admission to participation in competition and determining the composition of the ASC panel for the competition complies with the rules set out in the General Provisions of these Regulations.

**Art. 125. (1)** Applicants for taking up the academic position of Associate Professor must fulfil the following conditions:

1. (amended and supplemented – 11.03.2019) to hold a PhD scientific degree, which for the specialities under the regulated professions must be in the same speciality;

2. to meet the respective national minimum requirements and the requirements of MU-Varna, supported with the respective evidence;

3. (amended and supplemented – 11.03.2019) to have held the academic position of Assistant Professor, Head Assistant Professor or an electoral non-academic mandate (lecturer or adjunct lecturer) at MU-Varna and/or another HEI and/or SO for not less than 5 years and to have had teaching workload not less than an annual average of 100 hours, distributed in the last 10 years, or be practitioners and have proven achievements in their field;

4. (repealed – 11.03.2019);

5. to have no lawfully proven plagiarism in their academic works;

6. to have recognised speciality in the healthcare system (if such is set out in Regulation No. 1 of 22.01.2015 on the acquisition of speciality in the healthcare system) in the same speciality;

7. (repealed – 11.03.2019);

**Art. 126. (1)** Applicants for participation in the announced competition lodge the following documents to the CD department of MU-Varna:

1. an application to the Rector for admission to participation in the competition;
2. a certified true copy of a Master's degree diploma together with the supplement to it;
3. certified true copy of a PhD degree diploma or a document certifying that the applicant has acquired a PhD scientific degree, issued by the respective HEI or SO.
4. a completed standardised electronic reference evidencing fulfilment of the minimum requirements for holding the academic position of Associate Professor with paper and electronic version of the enclosed evidence, ordered and numbered in accordance with the electronic description, as well as a statement of the original scientific contributions, in which the respective evidence is enclosed;
5. a summary of the scientific works in Bulgarian and in one of the languages commonly used in the respective scientific field;
6. a curriculum vitae signed by the applicant;
7. certified true copy of a document for acquired speciality in the field of healthcare (if such is set out in Regulation No. 1 of 22.01.2015 on acquisition of speciality in the healthcare system) – where applicable;
8. a certificate of professional experience in the respective speciality;
9. a certificate of teaching experience;
10. a medical certificate;
11. a police clearance certificate;
12. summaries of the monograph/habilitation thesis in Bulgarian and in English, each in a volume of not less than 10 standard typed pages (on an electronic medium – flash drive);
13. a list of actually published full-text publications in scientific journals with International Standard Serial Number (ISSN) of journals, journals and other periodicals and collections with International Standard Book Number (ISBN) with enclosed copies other than those participating in the



evidence of fulfilment of the minimum requirements under subpara. 4. No more than 10% of the list of publications is allowed to be in the process of printing;

14.a list of participations in national and international scientific events;

15.a statement of citations, issued by the library of MU-Varna or of other HEI or scientific organisations;

16.applicant may also submit other documents related to their research and teaching work: a copy of a diploma of the Doctor of Science scientific degree; a statement of inventions, rationalisations, patents, etc.;

17.an affidavit of authenticity of documents submitted.

(2) All documents necessary for participation in the competition are submitted in one copy in paper form – original, and 8 copies on an electronic medium (flash drive). Any monographs, textbooks and teaching aids issued prior to 2010 are submitted on a paper or electronic medium (flash drive).

(3) The submitted evidence must not repeat those submitted for acquiring a PhD and a Doctor of Science scientific degree;

(4) (new – 22.07.2019) In the event that the documents under para. 1, subpara. 2 and subpara. 3 are issued by a foreign HEI, the applicant submits a certificate from NCID for recognition of Master's and PhD degrees and a certificate of recognised professional qualification for the specialities under the regulated professions.

**Art. 127. (1)** The competition is conducted by ASC in a panel of 7 habilitated persons – at least three of them are professors and at least three are external to MU-Varna.

(2) The first session of ASC is held within 14 days of the expiry of the advertisement in SG about the respective competition.

(3) A Chair is elected at the first session of ASC among the members of ASC who are internal to MU-Varna, and the obligations for elaboration of reviews and opinions are distributed. The resolutions are included in meeting minutes,

which are sent to the CD department.

(4) ASC elaborates two reviews, of which one is by a professor and at least one is by a person external to MU-Varna, as well as five opinions.

(5) The reviews and the opinions finish with a positive or negative assessment and are submitted to the head of the CD department within two months of determining the ASC composition.

**Art. 128. (1)** (amended and supplemented – 09.12.2019) The costs for holding the academic position of Associate Professor at MU-Varna are borne by the university, with the exception of the cases where the competition is announced at the suggestion of the manager or the managing director of a healthcare institution which is not a university healthcare centre within the meaning of art. 35a, para. 3 of the Rules of Procedure of Prof. Dr. Paraskev Stoyanov Medical University of Varna. In such cases the healthcare institution pays the costs of the procedure, determined with a resolution of the Academic Council.

(2) The head of the admitting department elaborates a general report, dated not later than 14 days prior to the closing session of ASC on:

1. payment of remuneration in compliance with an order of the Rector;
2. payment of business trip costs of external ASC members (travelling costs, daily allowances and accommodation costs).

**Art. 129. (1)** ASC assesses the applicants for holding the academic position of Associate Professor based on their fulfilment of the conditions provided for in art. 4 and on the documents submitted and registered under art. 126 of these Regulations.

(2) In the event of equality under the foregoing paragraph, ASC also takes into account the general assessment obtained from the following additional indicators, which are applicable to the respective field:

1. Related to teaching:

- auditorium and extra-auditorium activities;
- sharing experience in teaching and training courses, both with supervision and consultation of colleagues;
- provision of activities in a practical environment outside the respective HEI or SO;
- teaching the subject in a foreign language;
- published textbooks or published electronic textbooks after lecture courses elaborated by the applicant;
- work with students and doctoral students, including supervision of doctoral students appointed at lecturing positions at HEI or SO.

2. Related to research:

- research project leadership;
- establishing a research group of lecturers;
- membership in a well-reputed creative and/or professional organisation in the respective scientific area;
- competent reviews;
- establishing a new field of science;
- established scientific school;
- delivery of lectures in foreign universities.

3. Practically applied results of research, inventions and rationalisations.

**Art. 130.** Within at least 30 days prior to the closing session of ASC, the summaries of the works elaborated by the participants in the procedure are published on the website of MU-Varna, as well as the reviews and the opinions of the ASC members.

**Art. 131. (1)** The closing session of ASC is held not later than 6 months from promulgating the advertisement for the competition in SG.

**(2)** At the beginning of the closing session, the applicants make a brief presentation on a topic chosen by them, which is consistent with the announced competition, and answer the notes made in the reviews and the opinions, as well as the questions they are asked by the members of ASC.

(3) ASC ranks the candidates by show of hands and suggests them for selection to FC. The suggestion to FC is prepared by the ASC chair, signed by all its members within 7 days.

(4) If no applicant is selected by ASC, the competition is cancelled.

**Art. 132. (1)** FC adopts a resolution on the selection on a show of hands not later than one month after receiving the suggestion of ASC. Only habilitated members of FC and holders of PhD and/or Doctor of Science scientific degree may participate in the voting.

(2) FC may reject the suggestion made by ASC with a reasoned resolution based on the statements made.

(3) In the event of a selection made, the resolution is submitted to the Rector of MU-Varna for approval with an order.

(4) Within 14 days of holding the selection each of the applicants admitted to participation in the competition is notified of the result in writing.

(5) The applicant appointed to the academic position of Associate Professor delivers a public academic lecture within 2 months of the selection, which is also published on the website of MU-Varna.

**Art. 133. (1)** The employment relation between MU-Varna and the person who wins the competition for Associate Professor arises on the day of approval of the selection by the Rector.

(2) Within one month of the approval the Rector signs an employment contract with the selected person.

(3) The holder of the academic position of Associate Professor is issued a diploma.

(4) Within 14 days of the order on selection approval of the CD department submits the necessary information and documents to NCID in compliance with Regulation No. 3.

## **SECTION IV. CONDITIONS AND PROCEDURES FOR HOLDING THE ACADEMIC POSITION OF PROFESSOR**

**Art. 134.** The academic position of Professor is taken up based on competition and selection procedure.

**Art. 135. (1)** A competition for holding the academic position of Professor is opened, if the respective teaching and research workload can be provided in compliance with the Regulations of MU-Varna.

**(2)** (amended – 08.06.2020) The competition for holding academic position of Professor is opened with a resolution of AC at the suggestion of FC or the Council of the respective unit (**DFLCS**, affiliate, college) and of the department for whose purposes the competition has been announced. The suggestion of DC is consulted in advance with the Director of the Educational Affairs directorate.

**(3)** The competition is promulgated in SG and on the website of MU-Varna and must be finalized within 6 months of publishing the advertisement thereof.

**Art. 136.** The procedure for admission to participation in a competition and determining the composition of the ASC in the competition follows the rules set out in the General Provisions of these Regulations.

**Art. 137. (1)** The applicants for holding the academic position of Professor must fulfil the following conditions:

1. (amended and supplemented – 11.03.2019) to hold a PhD scientific degree, which for the specialities under the regulated professions must be in the same speciality.

2. To meet the respective national minimum requirements and the requirements of MU-Varna, which is to be supported with the respective evidence.

3. (amended and supplemented – 11.03.2019) To have held the academic position of Associate Professor or an electoral non-academic mandate (lecturer or adjunct lecturer) at MU-Varna

and/or another HEI and/or SO for not less than 7 years and to have had an average annual teaching workload of not less than 100 hours for a period of 4 years, distributed over the last 10 years, or to have been practitioners with proven achievements in their field.

4. (repealed – 11.03.2019).

5. To have no lawfully proven plagiarism in their academic works.

6. The applicant must have been a supervisor of at least two successfully defended doctoral students, of whom at least one defended a dissertation in the same speciality.

7. For holders of a Doctor of Science scientific degree, who have so far held the academic position of Associate Professor, the period under subpara. 3 may not be shorter than two years.

8. To hold a recognised speciality in the healthcare system (if such is set out in Regulation No. 1 of 22.01.2015 on the acquisition of speciality in the healthcare system) in the same speciality.

9. (repealed – 11.03.2019).

10. Applicants who have not held the academic position of Associate Professor must also submit one published monograph or equal publications (meeting the requirements in Criterion C, Indicator 4 of the minimum national criteria) in specialised scientific press for area 4 and 7, which may not repeat those submitted for acquiring a PhD and a Doctor of Science scientific degree.

**Art. 138. (1)** The applicants for participation in the announced competition submit to the CD department of MU-Varna the following documents:

1. an application to the Rector for admission to participation in the competition;

2. a certified true copy of a Master's degree diploma together with the supplement to it;

3. a certified true copy of a PhD diploma or a document, certifying that the applicant has acquired a PhD scientific

degree, issued by the respective HEI or SO;

4. a completed standardised electronic reference evidencing fulfilment of the minimum requirements for holding the academic position of Professor in paper and electronic version of the enclosed evidence, ordered and numbered in accordance with the electronic description, as well as a statement of the original scientific contributions, in which the respective evidence is enclosed;

5. a summary of the scientific works in Bulgarian and in one of the languages commonly used in the respective scientific field.

6. a curriculum vitae signed by the applicant;

7. a certified true copy of diploma for the academic position of Associate Professor;

8. a certified true copy of a document for acquired speciality in the field of healthcare (if such is set out in Regulation No. 1 of 22.01.2015 on the acquisition of speciality in the healthcare system) – where applicable;

9. a certificate of professional experience in the respective speciality;

10.a certificate of teaching experience;

11.a medical certificate;

12.a police clearance certificate;

13.summaries of the monograph/habilitation thesis in Bulgarian and in English, each in a volume of not less than 10 standard typed pages (on an electronic medium);

14.a list of actually published full-text publications in scientific journals with ISSN and collections with ISBN with enclosed copies other than those participating in the evidence of fulfilment of the minimum requirements under subpara. 4. No more than 10% of the list of publications is allowed to be in the course of publishing;

15.a list of participations in national and international scientific events;

16.a statement of citations, issued by the library of MU-Varna

or of another HEI or SO;

17.the applicant may also submit other documents related to their research and teaching work: a copy of the diploma for awarded academic scientific degree Doctor of Science; a statement of inventions, rationalisations, patents, etc.;

18.an affidavit of authenticity of documents submitted.

(2) All documents required to participate in the competition are submitted in one copy in paper form – original, and 8 copies – on an electronic medium (flash drive). Any monographs, textbooks and teaching aids issued prior to 2010 are submitted on paper or electronic medium (flash drive).

(3) The submitted evidence must not repeat those submitted for acquiring a PhD and a Doctor of Science scientific degree or for holding the academic position of Associate Professor.

(4) (new – 22.07.2019) In the event that the documents under para. 1, subpara. 2 and 3 are issued by a foreign HEI, the applicant submits a certificate from NCID for recognition of the Master's and PhD degrees and a certificate of recognised professional qualification for the specialities under the regulated professions.

**Art. 139. (1)** The competition is conducted by ASC consisting of 7 habilitated members – at least four of them are professors and at least three are external to MU-Varna.

(2) Holders of PhD degree, which for the regulated professions must be in the same speciality, and must meet the conditions related to the minimum required prior experience, including the national minimum requirements, will be admitted to assessment.

(3) The first session of ASC is held within 14 days of expiry of the advertisement in SG about the respective competition.

(4) A Chair is elected at the first session of ASC among the members of ASC who are internal to MU-Varna, and the obligations for elaboration of reviews and opinions are distributed, and a date for the closing session is fixed. The resolutions are included in the minutes, which are sent to the CD



department.

(5) ASC elaborates three reviews, at least two of which are by professors and at least one – by an external person to MU-Varna, as well as four opinions.

(6) The reviews and the opinions finish with a positive or negative assessment and are submitted to the head of the CD department within two months of pointing the ASC composition.

**Art. 140. (1)** (amended and supplemented – 09.12.2019) The costs for filling the academic position of Professor at MU-Varna are borne by the university, with the exception of the cases where the competition is announced at the suggestion of the manager or the managing director of a healthcare institution which is not a university healthcare centre within the meaning of art. 35a, para. 3 of the Rules of Procedure of Prof. Dr. Paraskev Stoyanov Medical University of Varna. In such cases the healthcare institution pays the costs of the procedure, as determined with a resolution of the Academic Council.

(2) The head of the admitting department elaborates a general report (according to a standard form), dated not later than 14 days prior to the closing session of ASC on:

1. Payment of remuneration, in compliance with an order of the Rector;
2. Payment of business trip costs of external ASC members (travelling costs, daily allowances and accommodation costs).

**Art. 141. (1)** ASC assesses the applicants for holding the academic position of Professor based on their fulfilment of the conditions under art. 4 and on the documents submitted and registered under art. 138 of these Regulations.

(2) In the event of equality under the foregoing paragraph, ASC also takes into account the general assessment obtained from the following additional indicators, which are applicable to the respective field:

1. Related to teaching:
  - auditorium and extra- auditorium activities;

- sharing experience in teaching and training courses, as well as supervision and consultation of colleagues;
- provision of activities in a practical environment outside the respective HEI or SO;
- teaching the subject in a foreign language;
- published textbooks or published electronic textbooks after lecture courses elaborated by the applicant;
- work with students and doctoral students, including supervision of doctoral students appointed at lecturing positions at HEI or SO.

2. Related to research:

- research project leadership; establishing a scientific group of lecturers;
- membership in a well-reputed creative and/or professional organisation in the respective scientific area;
- competent reviews;
- establishing a new field of science;
- established scientific school;
- delivery of lectures in foreign universities.

3. Practically applied results of research, inventions and rationalisations.

**Art. 142.** Within at least 30 days prior to the closing session of ASC, the summaries of the works elaborated by the participants in the procedure are published on the website of MU-Varna, as well as the reviews and the opinions of the ASC members.

**Art. 143. (1)** The closing session of ASC is held not later than 6 months from promulgating the advertisement for the competition in SG.

**(2)** At the beginning of the closing session, the applicants make a brief presentation on a topic chosen by them, which is consistent with the announced competition, and answer the notes made in the reviews and the opinions, as well as the questions they are asked by the members of ASC.

**(3)** ASC ranks the applicants on a show of hands and suggests

them for selection to FC. The suggestion to FC is prepared and signed by all members of the ASC chair within 7 days.

(4) If no applicant is selected by ASC, the competition is cancelled.

**Art. 144. (1)** FC adopts a resolution on selection on a show of hands, not later than one month after receiving the suggestion of ASC.

(2) FC may express an opinion on procedures for filling the academic position of Professor, only if at least one third of its members with voting rights are holders of the academic position of Professor or of the scientific degree of Doctor of Science.

1. (repealed – 08.06.2020).

2. In the event it is impossible to comply with the condition for one third of the FC members with voting rights to be Professors and/or Doctors of Science, external members who meet this requirement may also be engaged for the specific procedure for filling the academic position of Professor.

(3) FC may reject the suggestion made by ASC with a reasoned resolution based on the statements made.

(4) In the event of a selection made, the resolution is submitted to the Rector of MU-Varna for approval with an order.

(5) Within 14 days of holding the selection procedure each of the applicants admitted to participation in the competition is notified of the result in writing.

(6) The applicant selected to fill the academic position of Professor delivers a public academic lecture within 2 months of the selection, which is also published on the website of MU-Varna.

**Art. 145. (1)** The employment relation between MU-Varna and the person who wins the competition for Professor arises on the day of approval of the selection by the Rector.

(2) Within one month of the approval, the Rector signs an employment contract with the successful applicant.

(3) The holder of the academic position of Professor is issued a diploma.

(4) Within 14 days of the order on selection approval, the CD department submits the necessary information and documents to NCID in compliance with Regulation No. 3.

**SECTION V. PROCEDURE FOR HOLDING THE  
ACADEMIC POSITIONS OF HEAD ASSISTANT  
PROFESSOR, ASSOCIATE PROFESSOR AND  
PROFESSOR BY PERSONS WHO HAVE ACQUIRED  
THE RESPECTIVE POSITIONS IN OTHER HIGHER  
EDUCATION INSTITUTIONS OR SCIENTIFIC  
ORGANISATIONS**

**Art. 146. (1)** The procedure under this section may be applied in the cases where only one applicant participates in an announced competition for an academic position of Head Assistant Professor, Associate Professor, or Professor and this applicant has acquired the respective AP at another HEI or SO.

(2) In the event of institutional interest, AC may adopt a resolution not to announce a competition. In such cases AC adopts the procedure and conditions for holding AP.

**Art. 147.** Academic positions of Head Assistant Professor, Associate Professor, and Professor are held following announcement of competitions respectively under art. 113, art. 123 and art. 135 of these Regulations.

**Art. 148.** (Amended and supplemented – 22.07.2019) (1) Applicants submit the following documents:

1. an application to the Rector for admission to participation in the competition;

2. a curriculum vitae signed by the applicant;

3. a certified true copy of a diploma for Master's degree together with the supplement to it;

4. a certified true copy of a PhD and a Doctor of Science diploma (if any) from another HEI or SO;

5. a certified true copy of a diploma for the academic positions of Associate Professor or Professor acquired at another

HEI or SO;

6. a certificate of teaching experience;
7. a medical certificate;
8. a police clearance certificate.
9. an affidavit of authenticity of documents submitted.

(2)(new – 22.07.2019) In the event that the documents under para. 1, subpara. 3 and 4 are issued by a foreign HEI, the applicant submits a certificate from NCID for recognition of Master's and PhD degrees and a certificate of recognised professional qualification for the specialities under the regulated professions.

(3)(new – 22.07.2019) The documents are considered by a committee under art. 4, para.2 of these Regulations, which draws up a record.

**Art. 149. (1)** On the grounds of the submitted record the Rector may appoint for each individual case a committee consisting of: chair – the Deputy Rector for CD, the Dean of the respective faculty and 3 habilitated persons in the respective PF, as suggested by the Deputy Rector for CD.

(2) The committee discusses the submitted application.

(3) The chair of the committee reports to AC on the results of the discussion and makes a suggestion regarding the holding of the respective AP by the applicant.

**Art. 150. (1)** On a show of hands, AC adopts a resolution on the suggestion of the committee and suggests to the Rector that an employment contract be signed with the applicant in case of a positive resolution.

(2) Within one month of the resolution of AC the Rector signs an employment contract with the applicant.

**CHAPTER IV**  
**CONDITIONS AND PROCEDURES FOR HOLDING**  
**NON-ACADEMIC POSITIONS AT MU-VARNA**

**SECTION I. SELECTION OF ADJUNCT LECTURER**  
**AND VISITING LECTURER**

**Art. 151. (1)** In the event it is impossible to cover the teaching workload with the available academic staff, MU-Varna may invite part-time lecturers.

(2)(amended – 08.06.2020) The part-time lecturers are selected by FC at the suggestion of DC, after an opinion is expressed by the Director of the Educational Affairs directorate, on a show of hands, by a simple majority. The selection for a **DFLCS**, college and affiliate is made by AC.

(3) The suggestion of DC must contain information about the tuition hours (number of hours of lectures, seminars, examinations) for which the contract is signed, as well as the language in which the suggested person will teach.

(4) The Rector enters into the contracts with the selected lecturers under the provisions of the foregoing paragraphs. The contracts are signed for a term from one semester to one academic year, for the academic year in which the selection was made.

(5) (amended – 08.06.2020) With lecturers or eminent specialists sitting on state examination committees the contracts are entered into at the suggestion of the head of the main unit or the affiliate to the Rector, consulted with the Director of the Educational Affairs directorate.

(6)(new – 22.07.2019) The Rector enters into contracts with lecturers and top specialists necessary for conducting trainings, courses, committees and other events organised by the university, following a reasoned suggestion by the head of the main unit/the affiliate, consulted with deputy rector of the department.

**Art. 152. (1)** At the suggestion of DC and following a resolution of FC, scientists and lecturers from the country and abroad may be engaged for a certain term as visiting lecturers.

**(2)** The engagement of visiting lecturers is carried out without a competition.

**(3)** The relations of the visiting lecturer with MU-Varna are regulated with a contract for a term not longer than one year, which may be renewed based on a suggestion of DC and a resolution of FC.

## **SECTION II. HOLDING THE POSITION OF LECTURER**

**Art. 153.** MU-Varna appoints lecturers in foreign languages, sport, etc.

**Art. 154. (1)** The resolution on announcement of the competition is adopted at a session of AC at the suggestion of the head of the respective unit.

**(2)** The competition is announced on the website of MU-Varna.

**(3)** The deadline for document submission is 30 days from the date of publishing on the website.

**Art. 155. (1)** The applicants for participation in the announced competition submit to the Human Resources department the following documents:

1. an application to the Rector for admission to participation in the competition;
2. a curriculum vitae signed by the applicant;
3. a certified true copy of a Master's degree diploma together with the supplement to it;
4. a certified true copy of a PhD diploma (if any);
5. a document certifying professional experience in the subject (if any);
6. a medical certificate;
7. a police clearance certificate;

8. the applicant may also submit other documents related to their qualification and research and teaching work;

9. an affidavit of authenticity of documents submitted.

(2) (new – 22.07.2019) In the event that the documents under para. 1, subpara. 3 and 4 are issued by a foreign HEI, the applicant submits a certificate for recognition of Master's and PhD degrees and a certificate of recognised professional qualification for the specialities under the regulated professions.

**Art. 156.** Applicants are admitted to participation in the competition by a committee appointed with an order of the Rector under art. 102, para. 1 of these Regulations.

**Art. 157. (1)** Within 10 days of the session of the committee on the admission, all applicants are notified in writing by the Human Resources department of the adopted resolution. The admitted applicants are notified in writing of the date, time and place of holding the competition and a synopsis is enclosed containing questions for preparation for the qualifying examination.

(2) The synopsis is elaborated by the head of the department/TS for whose purposes the competition is announced, and is approved by the head of the respective main unit.

**Art. 158.** The qualifying examination in the announced speciality is held within 10 to 30 days of the date of sending the notice of admission to competition.

**Art. 159. (1)** The examination is conducted by a committee appointed by the Rector and suggested by the Director of the Department.

(2) The committee consists of three habilitated persons, one of which is the head of the respective unit. In the event of a lack of a sufficient number of habilitated persons, one member of the committee may be a holder of a PhD scientific degree in the same speciality.

**Art. 160. (1)** The qualifying examination is written and oral. The participants in the ranking are the applicants with average



grade from the written and oral examination not lower than Very Good (5.00).

(2) Within 7 days thereof, the Committee notifies all applicants in writing of the results of the qualifying examination.

(3) Within 7 days of completion of the examination, the head of the respective unit submits a report to the Rector on the successful applicants in the examination, and in their conclusion makes a suggestion for a selection of an applicant who will hold the position. The selection is made by AC on a show of hands, by a simple majority.

(4) All applicants suggested for selection by AC are notified of the resolution by the Human Resources department within 14 days.

**Art. 161.** Within one month of the selection of AC, the Rector enters into a fixed-term employment contract for 3 years with the selected applicant. Following the expiry of this term, at the suggestion of the head of the main unit the Rector enters into an employment contract with the said applicant for an indefinite term.

**Art. 162.** In the cases where a holder of a PhD degree in the speciality participates in the announced competition for a lecturer, the committee under art. 156 may suggest their selection without a qualifying examination.

**Art. 163.** Holders of the non-academic position of Lecturer are subject to promotion to Senior Lecturer upon the fulfilment of the following conditions:

1. (amended and supplemented – 22.07.2019) three years of teaching experience (lecturer or adjunct lecturer) at MU-Varna and/or at another HEI and/or SO;
2. positive attestation (a grade ‘Good’ or ‘Very Good’);
3. seven full-text publications.

**Art. 164.** The selection is made by AC at the suggestion of the Director of the **DFLCS**, consulted with the Deputy Rector for CD.

### SECTION III. HOLDING THE POSITION OF LECTURER IN PRACTICE

**Art. 165. (1)** (amended – 08.06.2020) The resolution on the announcement of a competition for a lecturer in practice is adopted by FC for the Public Healthcare Faculty at the suggestion of the DC for whose purposes the competition is announced, following an opinion expressed by the Director of the Educational Affairs directorate. The resolution is approved by AC.

**(2)** (amended – 08.06.2020) The resolution on announcing a competition for lecturer in practice for MC and the affiliates is adopted by AC at the suggestion of the Council of the college/DC for an affiliate, following an opinion expressed by the Director of the Educational Affairs directorate.

**Art. 166.** The lecturers in practice are appointed under an employment contract for an indefinite term following a conducted competition, in compliance with the provisions of the Labour Code (Section IV).

### SUPPLEMENTARY PROVISIONS

#### **§1. (1) Within the meaning of these Regulations:**

**1. Primary unit** is a department at a faculty of HEI or an equivalent structure at SO.

**2. Admitting structural unit** is a faculty of MU-Varna to which doctoral (PhD) students are admitted and trained or a competition for acquiring SDs or for holding APs is conducted.

**3. Main unit – a faculty, DFLCS, college and institute of MU-Varna.**

**4. Faculty Council** is the authority under art. 26, para. 2 of HEA.

**5. Doctoral programme** is an accredited programme of HEI or SO in an area of higher education for conducting education of doctoral students.

**6. Uniform state requirements** are the rules for holding the procedures under ASDRBA, the procedure for their control and the national minimum requirements for PF for acquisition of SD and holding AP, set out in the law and in regulations on its implementation.

**7. Referenced and indexed publications** are publications in which the articles are published after anonymous review and which are part of the international research area, and are referenced and indexed in world-famous databases with scientific information (*Web of Science, Scopus*).

**8. Monograph** is a published scientific publication that contains a complete and comprehensive study of a certain subject, issue or personality, written by one or several authors, sharing one and the same view. The monograph is a scientific paper which does not repeat or summarise the existing knowledge, which has a scientific editor and/or scientific reviewers, has an ISBN and is in a volume not smaller than 100 standard pages with 1,800 characters per page. It has detailed content, extensive bibliography, and the text includes references to other scientific papers.

**9. Book chapter** is a separate subsection of the main text of a scientific paper that has a scientific editor and/or scientific reviewers, and which discusses an individual problem or issue of the general topic, defined in the title or marked with a number, published in a non-periodic scientific publication, which has respectively ISSN or ISBN. It may be written by one or several authors.

**10. Study** is scientific research published in a journal, collection or independently, which discusses certain aspects of problems and issues, has a scientific editor and/or scientific reviewers, has an ISSN or ISBN respectively, and its volume is from 20 to 99 standard pages with 1,800 characters per page.

**11. Scientific review** is a scientific study published in a journal, collection or separately, which makes a critical review of the published literature on a specific scientific problem, which

has an ISSN or ISBN respectively, and its volume is from 10 to 99 standard pages with 1,800 characters per page.

**12. Article** is a published scientific paper meeting the criteria for a 'study' that contains a description of original research and is in a volume of up to 20 standard pages with 1,800 characters per page.

**13. Citation** is reference to a scientific publication of the author in another scientific publication or patent. A reference to a publication is deemed one citation, regardless of the number of places in the text where it is made.

**14. Self-citation** is a citation in which the cited and citing publications have at least one author in common. Those in which the cited and citing publication have at least one author in common (i.e. the self-citations) are deducted from the total number of citations.

**15. Non-authenticity of the submitted scientific data** is an intentional use of false and/or manipulated source data in the elaboration of a scientific paper.

**16. Habilitated persons are:**

a) the persons who hold or have held APs of Associate Professor or Professor, with the exception of the persons under art. 36 of ASDRBA;

b) the persons who have acquired the scientific rank of Associate Professor, respectively II degree of Senior Researcher, or Professor, respectively I degree of Senior Researcher, within the meaning of the repealed Law on SDs and the scientific ranks.

**17. Conflict of interest** is present when an ASC member or related to them persons have a private interest which may influence the impartial and objective performance of their powers or obligations in connection with their participation in the respective procedure.

**18. Private interest** is any interest which leads to a gain of material or non-material nature for an ASC member or any persons related to them, including any undertaken commitment.

**19. Gain** is any income of money or property, including acquisition of interest or shares, as well as grant, transfer or waiver of rights, receipt of a privilege or honours, receipt of goods or services free of charge or at prices lower than the market ones, assistance, vote, support or influence, an advantage, obtaining or a promise for a job, position (including AP), a gift, reward or a promise to avoid a loss, liability, sanction or another unfavourable event.

**20. Interested party** is any party that has acquired SD in the respective PF or is a habilitated person.

**21. Related parties** are the spouses or stable non-marital partners, relatives in the direct line, relatives in the collateral line – to the second degree inclusive, and relatives by marriage – to the second degree inclusive, as well as natural persons and legal entities on whom/which the applicant is economically or politically dependent, which causes reasonable doubt in their impartiality and objectiveness.

**22. Plagiarism** is the presentation of papers that are entirely or partially written or created by someone else as one's own, or the use of scientific results published by another party without referencing or citation in the procedures for acquiring SDs or for holding APs.

**23. Institutional interest** is present in the opening of new structural units, disciplines, specialities and doctoral programmes in the main units and the affiliates of MU-Varna, as well as with the purposes of the educational and training, research, treatment and diagnostic and other typical activities of MU-Varna in relation to their development.

(2) PF and the scientific areas within the meaning of the Regulations are determined in accordance with the higher education areas and PF set out in the Classifier of higher education areas and PF, adopted with Decree No. 125 of the Council of Ministers of 2002.

(3) In the event of application for a certain AP, the enclosed evidence for fulfilment of the respective minimum scientometric

indicators may not repeat those submitted in holding the previous position.

(4) In the event of international projects, only the funds attracted for use by Bulgarian scientists, included in the project, and the funds spent in the territory of Bulgaria are reported.

(5) MES through NCID keeps a List of contemporary Bulgarian scientific publications referenced and indexed in world-known databases of scientific information, and makes the respective enquiries regarding the foreign scientific publications referenced and indexed in world-known databases of scientific information (a current list is enclosed). NCID determines the world-known databases of scientific information relevant for the respective PF.

## **TRANSITIONAL AND FINAL PROVISIONS**

**§2.** The remuneration of employees under a primary employment contract with MU-Varna selected for reviewers or to elaborate opinions is the same as for the external persons and is paid as additional labour remuneration.

**§3.** In cases of institutional interest related to the operation and development of MU-Varna, the procedures, system, requirements and conditions set out in these Regulations may be amended with a resolution of AC at a reasoned suggestion of the Rector of MU-Varna or of the Deputy Rector for CD, adopted on show of hands, in compliance with the provisions of ASDRBA, IRASDRBA and HEA.

**§4.** The selection of ASC members in the respective competitions until the publication of a National list by NCID is carried out in compliance with and under the provisions of ASDR of MU-Varna, adopted on 07.01.2013.

**§5.** Any procedure opened prior to the effective date (04.05.2018) of the ASDRBA Amendment and Supplement Act, promulgated in SG, No. 30 of 03.04.2018 and those that have not been completed by the effective date of these Regulations

are implemented and completed under the provisions of ASDR of MU-Varna, adopted on 07.01.2013.

**§6.** These Regulations become effective on 05.11.2018 and supersede ASDR of MU-Varna adopted by AC with a resolution on minutes No. 1 of 07.01.2013.

**§7.** Based on these Regulations, the DS department and the CD department elaborate detailed procedures for acquiring scientific degrees and holding APs, which are approved by the Deputy Rector for CD.

**§8.** The sessions of the department and the faculty councils are deemed quorate, if attended by two thirds of the number of their members. If the necessary quorum is not present at a validly convened session, the head of the department/the Dean convenes another session.

**§9.** PF and the scientific areas within the meaning of the Regulations are determined in accordance with the higher education areas and PF set out in the Classifier of higher education areas and PF, adopted with Decree No. 125 of the Council of Ministers of 2002.

**§10.** AC adopts resolutions on the issues not regulated in these Regulations in compliance with ASDRBA, IRASDA and HEA.

**§11.** The procedures opened prior to the effective date 04.05.2018 of the ASDRBA Amendment and Supplement Act, promulgated in SG, No. 30 of 03.04.2018 are implemented and finalized under the provisions of the current ASDR of MU-Varna, as of 05.11.2018.

**§12.** (new – 11.03.2019) The condition for the weight of indicators 6 and 7 in group of indicators D of the minimum scientometric indicators of MU-Varna must apply only to the cases in which it is specifically mentioned in the resolution on announcement of the respective competitions.

**§13.** (new – 15.09.2020) The Rector concludes additional agreements for extension of employment contracts by one year with the persons, holding the academic position of "assistant"

for a period of 4 years, at the time of entry into effect of the amendment of Art. 107, para. 1 by decision of Protocol №8, dated 15.09.2020 of the Academic Council.

**§14.** (new – 15.09.2020) This Regulation was adopted by decision of the Academic Council. Amendments and addendums to the Regulation are made in the order of its adoption.



## Appendix 1

### MINIMUM SCIENTOMETRIC REQUIREMENTS OF MU-VARNA

Area 1. Paedagogical sciences <i>Professional field</i>				Minimum sum of points for the respective SD or AP				
1.1. <i>Education theory and management,</i> 1.2. <i>Paedagogy,</i> 1.3. <i>Paedagogy of the education in ...</i>								
Group of indicators	Indicator	Content	Formulae	PhD	Doctor of Science	Head Assistant Professor	Assoc. Professor	Professor
A	1	Dissertation for award of a PhD scientific degree	= 50	50	50	50	50	50
B	2	Dissertation for award of a Doctor of Science scientific degree	= 100		100			
C	3	Habilitation thesis - monograph	= 100				100	100
D	4	Published monograph that is not submitted as a main habilitation thesis	= 100					
	5	Published book based on a defended dissertation for award of a PhD or a Doctor of Science scientific degree	= 75					
	6	Articles and reports published in scientific publications referenced and indexed in world-known databases of scientific information	= 30/n					

D	7	Articles and reports published in non-referenced publications with scientific review or published in edited collective volumes	= 10/n					
	8	Studies published in scientific publications referenced and indexed in world-known databases of scientific information	= 45/n					
	9	Studies published in non-referenced publications with scientific review or published in edited collective volumes	= 15/n					
	10	Published chapter of a collective monograph	= 20/n					
E	11	Citations or reviews in scientific publications referenced and indexed in world-known databases of scientific information or in monographs and collective volumes	= 15					
	12	Citations in monographs and collective volumes with scientific review	= 10		100		50	100
	13	Citations or reviews in non-referenced publications with scientific review	= 5					
F	14	Acquired academic scientific degree Doctor of Science	= 40					
	15	Supervisor of a successfully defended doctoral student ('n' is	= 40/n					100 ( $\geq 80$ p. of indicator 15)

F		the number of co-directors of the respective doctoral student)				
	16	Participation in national scientific or educational project	= 15			
	17	Participation in an international scientific or educational project	= 20			
	18	Supervisor of a national scientific or educational project leader	= 30			
	19	Supervisor of an international scientific or educational project leader	= 40			
	20	Published university textbook or a textbook used in the network of schools ('n' is the number of co-authors in the published textbook)	= 40/n			
	21	Published university teaching aid or a teaching aid used in the school network ('n' is the number of co-authors in the published aid)	= 20/n			

<b>Area 2. Humanities</b> <i>Professional field</i> 2.1. <i>Philology,</i> 2.2. <i>History and Archaeology,</i> 2.3. <i>Philosophy,</i> 2.4. <i>Religion and Theology</i>				<b>Minimum sum of points for the respective SD or AP</b>				
<b>Group of indicators</b>	<b>Indicator</b>	<b>Content</b>	<b>Formulae</b>	<b>PhD</b>	<b>Doctor of Science</b>	<b>Head Assistant Professor</b>	<b>Assoc. Professor</b>	<b>Professor</b>
A	1	Dissertation for award of a PhD scientific degree	= 50	50	50	50	50	50
B	2	Dissertation for award of a Doctor of Science scientific degree	= 100		100			
C	3	Habilitation thesis - monograph	= 100				100	100
D	4	Published monograph that is not submitted as a main habilitation thesis	= 100	30	100		200	200
	5	Published book based on a defended dissertation for award of a PhD or a Doctor of Science scientific degree	= 75					
	6	Articles and reports published in scientific publications referenced and indexed in world-known databases of scientific information	= 30/n					
	7	Articles and reports published in non-referenced publications with scientific review or published in edited collective volumes	= 10/n					

D	8	Studies published in scientific publications referenced and indexed in world-known databases of scientific information	= 45/n				
	9	Studies published in non-referenced publications with scientific review or published in edited collective volumes	= 15/n				
	10	Published chapter of a collective monograph	= 20/n				
	11	Compilation of dictionaries (only for PF 2.1)	= 40/n				
E	12	Citations or reviews in scientific publications referenced and indexed in world-known databases of scientific information or in monographs and collective volumes	= 15	100	50	100	
	13	Citations in monographs and collective volumes with scientific review	= 10				
	14	Citations or reviews in non-referenced publications with scientific review	= 5				
	15	Acquired academic scientific degree Doctor of Science	= 40				100 ( $\geq 80$ p. of indicator 16)
	16	Supervisor of a successfully defended doctoral student ('n' is the number of co-supervisors of the respective doctoral	= 40/n				

F		student)					
	<b>17</b>	Participation in national scientific or educational project	= 15				
	<b>18</b>	Participation in an international scientific or educational project	= 20				
	<b>19</b>	National scientific or educational project leader	= 30				
	<b>20</b>	International scientific or educational project leader	= 40				
	<b>21</b>	Published university textbook or a textbook used in the network of schools('n' is the number of co-authors in the published textbook)	= 40/n				
	<b>22</b>	Published university teaching aid or a teaching aid used in the school network ('n' is the number of co-authors in the published aid)	= 20/n				

<b>Area 3. Social, Economic and Legal Studies</b> <i>Professional field</i> <b>3.1. Sociology, Anthropology and Cultural Studies,</b> <b>3.2. Psychology,</b> <b>3.3. Political Studies,</b> <b>3.4. Social Work,</b> <b>3.5. Public Communications and Information Studies,</b> <b>3.6. Law,</b> <b>3.7. Administration and Management,</b> <b>3.8. Economics,</b> <b>3.9. Tourism</b>				<b>Minimum sum of points for the respective SD or AP</b>				
Group of indicators	Indicator	Content	Formulae	PhD	Doctor of Science	Head Assistant Professor	Assoc. Professor	Professor
A	1	Dissertation for award of a PhD scientific degree	= 50	50	50	50	50	50
B	2	Dissertation for award of a Doctor of Science scientific degree	= 100		100			
C	3	Habilitation thesis - monograph	= 100				100	100
D	4	Published monograph that is not submitted as a main habilitation thesis	= 100				200 (100 For PF 3.6) (≥ 40 p. of indicator 6)	200 (100 for PF 3.6) (≥ 50 p. of indicator 6)
	5	Published book based on a defended dissertation for award of a PhD or a Doctor of Science scientific degree	= 75					

D	6	Articles and reports published in scientific publications referenced and indexed in world-known databases of scientific information	= 30/n					
	7	Articles and reports published in non-referenced publications with scientific review or published in edited collective volumes	= 10/n	30	100			
	8	Studies published in scientific publications referenced and indexed in world-known databases of scientific information	= 45/n					
	9	Studies published in non-referenced publications with scientific review or published in edited collective volumes	= 15/n					
	10	Published chapter of a collective monograph	= 20/n					
E	11	Citations or reviews in scientific publications referenced and indexed in world-known databases of scientific information or in monographs and collective volumes	= 15		100		50	100
	12	Citations in monographs and	= 10					



E		collective volumes with scientific review						
	13	Citations or reviews in non-referenced publications with scientific review	= 5					
	14	Acquired Doctor of Science scientific degree	= 40					
	15	Supervisor of a successfully defended doctoral student ('n' is the number of co-directors of the respective doctoral student)	= 40/n					
	16	Participation in national scientific or educational project	= 15					
	17	Participation in an international scientific or educational project	= 20					
	18	National scientific or educational project leader	= 30					
	19	International scientific or educational project leader	= 40					
	20	Published university textbook or textbook used in the school network ('n' is the number of co-authors in the published textbook)	= 40/n					
								100 (≥ 80 p. of indicator 15)

	21	Published university teaching aid or a teaching aid used in the school network ('n' is the number of co-authors in the published aid)	= 20/n					
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<i>(amended and supplemented – 11.03.2019)</i> <b>Area 4. Natural Sciences, Mathematics and Informatics</b> <i>Professional field</i> <b>4.1. Physical Sciences,</b> <b>4.2. Chemical Sciences,</b> <b>4.3. Biological Sciences.</b> <b>(in compliance with Decree No. 26 of 13 February 2019)</b>				<b>Minimum sum of points for the respective SD or AP</b>				
<b>Group of indicators</b>	<b>Indicator</b>	<b>Content</b>	<b>Formulae</b>	<b>PhD</b>	<b>Doctor of Science</b>	<b>Head Assistant Professor</b>	<b>Assoc. Professor</b>	<b>Professor</b>
A	1	Dissertation for award of a PhD scientific degree	= 50	50	50	50	50	50
B	2	Dissertation for award of a Doctor of Science scientific degree	= 100		100			
C	3	Habilitation thesis - monograph	= 100					
	or 4	Habilitation thesis = scientific publications in the press, which are referenced and indexed in world-known databases of scientific information (Web of Science and Scopus)	25 for publication in Q1 20 for publication in Q2 15 for publication in Q3 12 for publication in Q4 10 for publication in a publication with SJR with no IF				100	100

	5	Published monograph that is not submitted as a main habilitation thesis	= 30					
	6	Published book based on a defended dissertation for award of PhD or of Doctor of Science scientific degrees	= 20					
D	7	Scientific publications, published in publications referenced and indexed in world-known databases of scientific information (Web of Science and Scopus)	25 for publication in Q1 20 for publication in Q2 15 for publication in Q3 12 for publication in Q4 10 for publication in a publication with SJR with no IF	30	100		200 (≥ 60 p. of indicator 7)	200 (≥ 80 p. of indicator 7)
	8	Published chapter of a book or collective monograph	= 15					
	9	Invention, patent or utility model, for which a document for protection has been issued under the due procedure	= 25					
	10	Published application for patent or utility model	= 15					

E	11	Citations in scientific publications, monographs and collective volumes and patents, referenced and indexed in world-known databases of scientific information (Web of Science and Scopus)	= 2		100		50	100
F	12	Acquired Doctor of Science scientific degree	= 75					150 (≥ 100 p.of indicator 13)
	13	Supervisor of a successfully defended doctoral student ('n' is the number of co-supervisors of the respective doctoral student)	= 50/n*					
	14	Participation in national scientific or educational project	= 10					
	15	Participation in an international scientific or educational project	= 20					
	16	National scientific or educational project leader	= 20					
	17	Leader of a Bulgarian team in international scientific or educational project	= 50					
	18	Attracted funds under projects, in which the candidate has been a leader - 1 point for every 5,000 BGN.	=amount/ 5,000					
	19	Published university textbook or a textbook used in the network of	=40/n					

		schools ('n' is the number of co-authors in the published textbook)						
	20	Published university teaching aid or teaching aid used in the school network ('n' is the number of co-authors in the published aid)	= 20/n					
*	No division by the number of co-supervisors of the doctoral student is performed, if they are from different SO.							
<b>Q1, Q2, Q3, Q4</b>	Used to mark the four quartiles in which Journal Citation Reports of Web of Science groups the scientific publications in each SO.							
	<p>When reporting a publication in a journal that appears in more than one SO in the WoS database, the highest quartile is used for the respective journal for the year of publication. Scimago Journal Rank (SJR) indicates the metrics of the scientific publications referenced in Scopus.</p> <p>When reporting publications with more than 30 (thirty) co-authors, the candidate must have proven essential contribution. Essential contribution in a certain scientific publication is proved in at least one of the following methods:  the candidate comes first in the list of co-authors,  the candidate is specified in the publication as the corresponding author,  <sup>(3)</sup> the candidate submits a letter from the corresponding author of the article or by the publicly announced leader of the research team that prepared the publication, certifying the specific essential contribution of the candidate to this publication.</p> <p>The presence of letters certifying essential contribution in articles with more than thirty co-authors is checked in the procedure for examination of the candidates' admissibility. The consistence of the content of the letter with the content of the given publication is certified in writing in the reviews and the opinions of the ASC members.</p>							

<b>Area 5. Technical Sciences</b> <b>Professional field</b> <b>5.1. Mechanical Engineering, 5.2. Electrical Engineering, Electronics and Automation,</b> <b>5.3. Communication and Computer Technology,</b> <b>5.4. Energy,</b> <b>5.5. Transport, Navigation and Aviation,</b> <b>5.6. Materials and Materials Science,</b> <b>5.7. Architecture, Construction and Geodesy,</b> <b>5.8. Prospecting, Extraction and Processing of Mineral Resources,</b> <b>5.9. Metallurgy,</b> <b>5.10. Chemical Technology,</b> <b>5.11. Biotechnology,</b> <b>5.12. Food Technology,</b> <b>5.13. General Engineering</b>				<b>Minimum sum of points for the respective SD or AP</b>				
Group of indicators	Indicator	Content	Formulae	PhD	Doctor of Science	Head Assistant Professor		Professor
A	1	Dissertation for award of a PhD scientific degree	= 50	50	50	50	50	50
B	2	Dissertation for award of a Doctor of Science scientific degree	= 100		100			
C	3	Habilitation thesis - monograph	= 100					
	or 4	Habilitation thesis = scientific publications ( <u>not less than 10</u> ) in publications, referenced and indexed in world-known databases of scientific information	=60/n each				100	100
	5	Published monograph that is not submitted as a main habilitation	= 30					

		thesis						
D	6	Published book based on a defended dissertation for award of a PhD or a Doctor of Science scientific degree	= 30	30	100		200 (≥ 60 p. of indicator 7)	200 (≥ 80 p. of indicator 7)
	7	Scientific publications and reports published in scientific publications referenced and indexed in world-known databases of scientific information	= 40/n or distributed in a ratio based on a record for the contribution					
	8	Scientific publications and reports published in non-referenced publications with scientific review or published in edited collective volumes	= 20/n or distributed in a ratio based on a record for the contribution					
	9	Published chapter of a collective monograph	= 10/n					
	10	Implemented author's projects in the field of architecture or design	= 30/n					
	11	Leading (individual) demonstration of creativity in the field of architecture or design	= 35					



E	12	Citations or reviews in scientific publications referenced and indexed in world-known databases of scientific information or in monographs and collective volumes	= 10	100	50	100
	13	Citations in monographs and collective volumes with scientific review	= 3			
	14	Citations or reviews in non-referenced publications with scientific review	= 2			
	15	Reviews of realised author's products in specialised publications in the field of architecture or design	= 10			
F	16	Acquired Doctor of Science scientific degree	= 40			150 (≥ 80 p. of indicator 17)
	17	Supervisor of a successfully defended doctoral student ('n' is the number of co-supervisors of the respective doctoral student)	= 40/n			
	18	Participation in national scientific or educational project	= 10			
	19	Participation in an international scientific or educational project	= 20			
	20	National scientific or educational project leader	= 20			
	21	International scientific	= 40			

		or educational project leader					
	22	Attracted funds under projects, in which the candidate has been a leader	= amount/5,000				
	23	Published university textbook or a textbook used in the network of schools ('n' is the number of co-authors in the published textbook)	= 40/n				
	24	Published university teaching aid or a teaching aid used in the school network ('n' is the number of co-authors in the published aid)	= 20/n				
	25	Published application for a patent or utility model	= 20				
	26	Recognised application for utility model, patent or certificate of author	= 40				
	27	Awards in competitions for architecture or design, presented by national professional forums and organisations	= 10				
	28	Awards in architecture and design competitions, presented by professional forums and organisations abroad	= 20				

<b>Area 7. Healthcare and sport</b> <b>Professional field</b> <b>7.1. Medicine,</b> <b>7.2. Dentistry,</b> <b>7.3. Pharmacy,</b> <b>7.4. Public healthcare,</b> <b>7.5. Medical Care,</b> <b>7.6. Sport</b>				<b>Minimum sum of points for the          respective SD or AP</b>				
Group of indicators	Indicator	Content	Formulae	PhD	Doctor of Science	Head Assistant Professor	Assoc. Professor	Professor
A	1	Dissertation for award of a PhD scientific degree	= 50	50	50	50	50	50
B	2	Dissertation for award of a Doctor of Science scientific degree	= 50		100			
C	3	Habilitation thesis - monograph	=100					
	or 4	Habilitation thesis = scientific publications ( <u>not fewer than 10</u> ) in publications referenced and indexed in world-known databases of scientific information	= 60/n each				100	100
	5	Published monograph that is not submitted as a main habilitation thesis	= 100					
	6	Published book based on a defended dissertation for award of a PhD or a Doctor of Science scientific degree	= 40					

D	7	Publications and reports published in scientific publications referenced and indexed in world-known databases of scientific information	= 60/n or distributed in a ratio based on the record of contribution	30	100		200 (≥ 80 p. for non-clinical and ≥ 60 p. for clinical specialties from indicator 7)	200 (≥ 100 p. for non-clinical and ≥ 80 p. for clinical specialties from indicator 7)
	8	Publications and reports published in non-referenced publications with scientific review or published in edited collective volumes	= 30/n or distributed in a ratio based on the record of contribution					
	9	Published chapter of a collective monograph	= 20/n					
E	10	Citations or reviews in scientific publications referenced and indexed in world-known databases of scientific information or in monographs and collective volumes	= 15		100		50	100
	11	Citations in monographs and collective volumes with scientific review	= 10					
	12	Citations or reviews in non-referenced publications with scientific review	= 5					
	13	Acquired Doctor of Science scientific degree	= 40					

F	14	Supervisor of a successfully defended doctoral student ('n' is the number of co-directors of the respective doctoral student)	= 40/n					
	15	Acquired medical speciality	= 40					
	16	Participation in national scientific or educational project	=15					
	17	Participation in an international scientific or educational project	= 20					
	18	National scientific or educational project leader	= 30					100
	19	International scientific or educational project leader	= 40					(≥ 80 p. of indicator 14)
	20	Published university textbook or a textbook used in the network of schools ('n' is the number of co-authors in the published textbook)	= 40/n					
	21	Published university teaching aid or a teaching aid used in the school network ('n' is the number of co-authors in the published aid)	= 20/n					
	22	Training of trainees, post-graduate and doctoral students (seminars and practical classes)	= 30					

## NOTES

1. **The minimum requirements of MU-Varna** are a set of requirements, each of which is determined through the numeric values of one or several objectively measurable indicators, relevant to the respective scientific area and/or professional field. The fulfilment of the minimum requirements is only a precondition for admission to participation in the procedures announced by MU-Varna.
2. Due to the requirement for the availability of a **monograph or equivalent publications**, the table contains a formula for equalising the monograph to an equivalent number of publications - articles or studies. The articles/studies replacing the monograph are deducted from the number of the publications assessed by other indicators.
3. MES, through NCID, keeps a List of **contemporary Bulgarian scientific publications** (a current one is enclosed), **referenced and indexed in world-known databases** of scientific information, and conducts the respective enquiries regarding the foreign scientific publications referenced and indexed in world-known databases of scientific information. NCID determines the world-famous databases of scientific information relevant to the respective professional field.
4. MES, through NCID, establishes and keeps a **National reference list** (a current one is enclosed) **of contemporary Bulgarian scientific publications with scientific review**. The publications and citations in publications with scientific review, which are not referenced and indexed in world-known databases of scientific information, are reported based on this list, and the publications and citations are referenced to publications and citations in the referenced and indexed publications through the respective numeric values of correspondence.
5. As regards **monographs** with more than one author, there

must be a record of separation between the authors, and to recognise the thesis as monographic, the author must individually have a number of pages corresponding to the definition of a monograph. In the event of authorship of a smaller number of pages, the participation of the respective author is deemed a study/article.

6. A different approach to the articles with one author and with several co-authors is applied in the different professional fields. In most areas, the coefficient for the article must be equally divided between the co-authors, and 'n' denotes their number.

An exception is made for areas 4, 5, 6 and 7, in which the leading contribution plays a major role. In the event the authors have signed a record for determining their contribution in the publication, the points are distributed based on the ratio in the record. Letters from all co-authors are also recognised as record for determining the contribution.

7. The system allows for summing up the coefficients within one group of indicators (A, B, C, D, E and F), so that internal compensation is made and shortage of points from one indicator are completed with points from another.
8. Specific requirements in identifying the indicators for the different academic positions:
  - a) Head Assistant Professor – no performance of additional indicators is required after acquiring a PhD scientific degree;
  - b) Associate Professor – evidence may not be repeated (publications, etc.) for the different indicators submitted for acquiring a PhD and a Doctor of Science scientific degree;
  - c) Professor – evidence may not be repeated (publications, etc.) for the different indicators submitted for acquiring a PhD and a Doctor of Science scientific degree;
  - d) in the event of holding the AP of Professor, without prior

holding of the AP of Associate Professor by the applicant, the applicable national minimum requirements for the AP of Professor must also be supplemented by the national minimum requirements for the AP of Associate Professor, provided that the PhD scientific degree is included only once;

- e) in the procedures under subpara. b and c, points for a published book based on a defended dissertation may also be used for award of a PhD or of a Doctor of Science scientific degree.
9. The citations in which the cited and the citing publication have at least one author in common (i.e. self-citations) are deducted from the total number of citations. Each cited publication counts only once for a given citing publication, regardless of the number of times it is referenced in the text of the citing article. Citations from all works of the applicant may be submitted, and those submitted for the purposes of one procedure may not be used in another. A review of one publication is equal to one citation of the said publication.
  10. With a certificate from the respective publisher, articles, studies, monographs, etc., which are accepted for inclusion in publications having ISSN or ISBN, are also admitted as 'published'.
  11. In the event of international projects, only the funds attracted for use by Bulgarian scientists included in the project are reported, and the funds spent in the territory of Bulgaria.
  12. A habilitation thesis is the monograph or its equivalent articles.

In a procedure for holding the AP of Associate Professor or Professor with the formula for equalisation of the monograph to an equivalent number of articles, a Habilitation extended enquiry is also applied to the scientific contributions, which comprises a brief presentation in which the applicant describes the place of



the conducted research in the respective scientific area and their personal contributions. The habilitation enquiry must contain: 1. Introduction, in which the nature of the studied scientific problems is described and their place among the research of other researchers in this field; 2. Main scientific contributions, in which the applicant exhaustively and in detail describes the specific original scientific contributions with which they apply in the competition; 3. Bibliography, in which the articles with which the applicant participates in the competition are clearly distinguished from the other articles of the applicant and from the articles of other authors.

13. 'World-famous databases of scientific information' means *Web of Science* and *Scopus*.

## Appendix 2

### **ADDITIONAL INDICATORS FOR ASSESSMENT IN CONDUCTING A COMPETITION BY AN ACADEMIC SELECTION COMMITTEE FOR AWARD OF SCIENTIFIC DEGREES AND HOLDING ACADEMIC POSITIONS AT MU-VARNA**

#### **SCIENTOMETRIC INDICATORS**

1. The research is assessed based on:
  - a) real publications:
    - articles published in foreign scientific publications;
    - articles published in scientific publications in Bulgaria;
    - full-text articles published in reviewed scientific collections of scientific units or papers from scientific events, with bibliography and a summary in English;
  - b) monographs, scientific books:
    - they are deemed real publications on the condition that they contain data from own research, and are reviewed and published by a well-reputed publishing house;
    - they are categorised depending on whether they are individual or collective work; in the event of collective works the reviewer determines the author's personal contribution;
  - c) participations in international congresses, symposia, conferences (without full text of the report), certified with a document;
  - d) summaries of international scientific events published in scientific publications or collections;
  - e) certificates of patents and inventions;
  - f) positive citations in Bulgarian and foreign scientific sources.
2. Scientific activities also include the following:

- a) scientific review; it may be recognised as a publication if it contains author's own or their collective's research (if there are summaries and personal statement with regard to the perspectives of the problem, the scientific review must contain bibliography);
  - b) papers and summaries from national scientific events, published in incomplete volume and without bibliography in publications or collections;
  - c) participation in research projects in the country and abroad, of national or international nature, in which the form of personal participation is taken into account (leader, performer, consultant, expert);
  - d) national or foreign awards related to research or presented for participation in scientific events;
  - e) membership in national and international scientific societies and/or institutions, including in their management;
  - f) participations in editorial boards in the country and abroad;
  - g) review of articles for publications in national and international journals;
  - h) membership in Bulgarian scientific societies and participation in their management.
3. The scientific work is taken into account and it provides an advantage in the event of equal results of subpara. 1.
  4. The dissertation for Doctor of Science and the impact factor give the candidate an advantage in case of equal other indicators.
  5. The reviewer takes into account the significance and topicality of the scientific and applied contributions personally made by the candidate (or by a collective led by them) – innovations in science, further development and enrichment of existing knowledge, theories and methods, confirmatory results.

## EDUCATIONAL AND TEACHING WORK

The teaching workload with seminars with students, classes with residents, work with a student's study circle and classes with post-graduate students for the last 3 years. For candidates for the academic positions of Assoc. Professor and Professor, the lecturing activity for students, residents, post-graduate students and students in all forms of post-graduate education, as well as in the continuing education in medicine is taken into account. The teaching workload is reported in compliance with the standards of MU-Varna.

1. Issued textbook or textbooks.
2. Delivery of lectures abroad, visiting lecturer abroad.
3. Elaboration of curricula, tests, etc.
4. Participation in examination boards (semestral, state examinations, examinations for speciality, and examinations of doctoral students).
5. The reviewer takes into account the paedagogical qualities and skills of the candidate, lecturing workload and workload with workshops and seminars, activity in the post-graduate education and qualification.
6. Knowledge of foreign languages, participation in foreign language teaching programme.
7. For the APs of Assoc. Professor and Professor, active participation in the academic development of the associates from the unit should also be taken into consideration:
  - supervisor of doctoral students;
  - doctoral students who successfully defended dissertations;
  - habilitated lecturers under their leadership.

## DIAGNOSTIC AND TREATMENT WORK

1. The candidates for the academic position of Head Assistant Professor must have minimum experience of 5 years and hold a speciality.
2. The candidates for acquiring the scientific degree of Doctor of Science and for holding the academic positions of the Assoc. Professor and Professor must submit a document for acquired speciality/specialities.
3. The candidate (for surgical specialities) submits:
  - a) a list of the operative interventions performed by them from the nomenclature of the subject for the last 3 years, signed by the head of the unit and the managing director of the hospital;
  - b) acquired and introduced into practice personally by them modern operative methods with very high and high degree of complexity.
4. The candidate (for therapeutic specialities) submits:
  - a) data for acquiring knowledge of new diagnostic and treatment methods and their integration in the clinical practice.
  - b) a document certifying the command of highly specialised activities (fiberoptic gastroscopy, fiberoptic colonoscopy, fiberoptic bronchoscopy, coronary angiography, stenting, functional tests, medical imaging, other interventional methods, etc.) from the nomenclature of the subject;
  - c) for Assoc. Professor and Professor – training of associates from the clinics in specific, highly specialised methods of diagnosis and treatment.
5. The reviewer may take into account:
  - a) what part of the operative volume of the subject is covered by the surgical practice of the candidate;
  - b) complexity of the surgical techniques and methods applied by the candidate (in compliance with the medical standards in the subject);

- c) any modern highly specialised and unique techniques and methods of diagnostics and treatment used by the candidate.

## Appendix 3

### CLASSIFIER OF THE HIGHER EDUCATION AREAS AND THE PROFESSIONAL FIELDS FOR HOLDING ACADEMIC POSITIONS AND ACQUISITION OF SCIENTIFIC DEGREES AT MU-VARNA

Code	Higher education areas	Code	Professional fields
1	Paedagogical Sciences	1.1.	Education Theory and Management
		1.2.	Paedagogy
		1.3.	Paedagogy of the education in ...
2	Humanities	2.1	Philology
		2.2.	History and Archaeology
		2.3.	Philosophy
		2.4.	Religion and Theology
3	Social, Economic and Legal Studies	3.1.	Sociology, Anthropology and Cultural Studies
		3.2.	Psychology
		3.3.	Political Sciences
		3.4.	Social Work
		3.5.	Public Communications and Information Science
		3.6.	Law
		3.7.	Administration and Management
		3.8.	Economics
		3.9.	Tourism
4	Natural Sciences, Mathematics	4.1.	Physical Sciences
		4.2.	Chemical Sciences
		4.3.	Biological Sciences

	<b>and Informatics</b>	4.4.	Earth Science
		4.5.	Mathematics
		4.6.	Informatics and Computer Science
<b>5</b>	<b>Engineering Sciences</b>	5.1.	Mechanical Engineering
		5.2.	Electrical Engineering, Electronics and Automation
		5.3.	Communication and Computer Technology
		5.4.	Energy
		5.5.	Transport, Navigation and Aviation
		5.6.	Materials and Materials Science
		5.7.	Architecture, Construction and Geodesy
		5.8.	Prospecting, Extraction and Processing of Mineral Resources
		5.9.	Metallurgy
		5.10.	Chemical Technology
		5.11.	Biotechnology
		5.12.	Food Technology
		5.13.	General Engineering
<b>6</b>	<b>Agricultural Sciences and Veterinary Medicine</b>	6.1.	Horticulture
		6.2.	Crop Protection
		6.3.	Livestock Breeding
		6.4.	Veterinary Medicine
		6.5.	Forestry
<b>7</b>	<b>Healthcare and Sport</b>	7.1.	Medicine
		7.2.	Dentistry
		7.3.	Pharmacy
		7.4.	Public Healthcare
		7.5.	Medical Care
		7.6.	Sport



## Appendix 4

(amended – 11.03.2019)

### **ACCREDITED DOCTORAL PROGRAMMES AT MU- VARNA**

The updated list of the accredited doctoral programmes is available on the website of the university at:

**[www.mu-varna.bg](http://www.mu-varna.bg)** – section Research – Doctoral school  
– Our doctoral programmes

(new - 08.06.2020)

### **RULES**

#### **for holding a closing session in absentia of the Academic Selection Committee for award of PhD and Doctor of Science scientific degrees and for holding academic positions in an electronic environment by using the Blackboard system of Prof. Dr. Paraskev Stoyanov Medical University of Varna**

1. The panel of the Academic Selection Committee (ASC) is voted at a Department meeting.
2. The suggestion for the ASC panel composition for approval by the Faculty Council must contain the electronic addresses and mobile phone numbers of each suggested member.
3. The creation and operation of a ‘virtual room’ in the Blackboard system of Prof. Dr. Paraskev Stoyanov Medical University of Varna is carried out by an associate from the Doctoral School department and the Career Development department, depending on the type of the procedure.
4. The responsible associate from the Doctoral School department or the Career Development department:
  - a. notifies each ASC member 7 days at the latest prior to holding the closing session:
    - of the method of its holding;
    - of the starting time of the closing session;
  - b. specifies with the ASC members the technical details, the required conditions for implementing a trouble-free virtual connection and the possible maximum duration of the engagement

5. On the day of the closing session of ASC, the responsible associate from the Doctoral School department or the Career Development department creates a 'virtual room' at least 1 hour prior to the beginning of the session, and checks the working order and quality of the virtual connection with each ASC member.
6. The entire session of ASC is recorded in the Blackboard platform by the responsible associate from the Doctoral School department or the Career Development department.
7. The full recording of the closing session is kept in an electronic version for at least 2 (two) months from the date of its holding.
8. The recording of the voting and the announcement of the final resolution of ASC under the respective procedure is kept in an electronic version in the electronic record for the respective procedure for 10 years.