

## **RULES FOR THE DEVELOPMENT OF ACADEMIC STAFF AT MU-PLEVEN**

### **Chapter One GENERAL PROVISIONS**

**Article 1.(1)** These Rules shall govern the implementation of the Academic Staff Development in the Republic of Bulgaria Act (ASDRBA) and Rules Implementing the ASDRBA (RIASDRBA) at the Medical University - Pleven.

(2) These Rules shall set out the procedures and the application of minimum requirements in accordance with the provisions of ASDRBA and RIASDRBA in respect of the scientific and teaching activity of candidates to acquire a science degree and to hold the following academic positions: assistant, chief assistant, associate professor and professor at MU-Pleven.

(3) The academic positions at MU-Pleven are:

1. for habilitated lecturers - associate professor and professor;
2. for non-habilitated lecturers - assistant and chief assistant.

(4) The academic positions of assistant, chief assistant, associate professor and professor are granted following a competition and selection by the relevant council of the primary structural unit (Faculty Council (FC), respectively, College Council (DC) or Scientific Council (SC) at the Research Institute (RI) of MU-Pleven and are approved by the Academic Council (AC).

(5) The academic staff positions shall also include:

1. the positions of habilitated and non-habilitated lecturers, who work at the university healthcare facilities for inpatient treatment;
2. the position of a lecturer, occupied following a competition. The appointment on a fixed-term or permanent employment contract is governed by the Labour Code (LC) and an order of the Rector, a proposal of the Director of LSTD, Director of the Medical College (MC) or by the head of department and is subject to approval by the respective head of the primary structural unit;
3. the position of a researcher within the units of the Research Institute of MU-Pleven.

**Article 1a. (1)** Candidates to acquire a science degree or to hold academic positions of senior assistant, associate professor and professor shall meet the relevant minimum national requirements for scientific and teaching activity, set out for each scientific field and/or professional field for each science degree and for each academic position on the basis of criteria under Article 2b(2) of ASDRBA and RIASDRBA and Annex No 1 to these Rules.

**Article 2.(1)** A scientific panel (SP) shall carry out the assessment of compliance with the minimum national requirements, and evaluation of a dissertation and of candidates applying for the academic positions of chief assistant, associate professor and professor, including the results, scientific contribution and originality of the papers submitted.

(2) For each specific procedure the SP members shall be selected by the FC, resp. the DC or the RI council, at the proposal of the head of department and based on a positive decision of the Department Council (DC) of the primary structural unit and subject to approval by the AC; and in respect of the RI units for any particular procedure the SP members shall be put forward

by the Director of the Research Institute to be selected by the Scientific Council and to be approved by the AC.

(3) The Rector of the MU-Pleven shall issue an order to designate the members of the scientific panel on the basis of the endorsed decision, later than 14 days from its receipt.

(4) The scientific panel members shall be persons habilitated at MU-Pleven and other Bulgarian higher education institutions or research organizations, who have achieved scientific results in the respective speciality and/or professional area for a vacancy or a topic of dissertation, and where it is not possible - in the respective scientific field, included in the register as per Article 2a of ASDRBA, and/or scientists from foreign higher education institutions or scientific organizations with results in the respective speciality and/or professional field, and/or scientific area.

1. In case of interdisciplinarity of the opened competition or dissertation topic, at least one member of the panel shall be from another scientific field, relevant to the opened competition or dissertation topic.

2. The selection shall take place in two separate groups - for external and of internal members of the respective higher education institution or scientific organization. Upon selection of the SP, one external and one internal alternate member shall be designated, each of them becoming full members in the absence of the full member upon explicit notification that he/she is not able to take part in the SP.

(5) The SP members shall meet the relevant minimum national requirements set out in Article 2b(2)-(3) of ASDRBA and RIASDRBA.

(6) The following persons are not eligible to be appointed SP members as referred to in paragraph 1:

1. those who are in a conflict of interest within the meaning of § 1(2a) of the additional provisions of ASDRBA with a candidate to acquire a science degree or hold an academic position or where the restrictions under Article 33 of the same law are found to be in place;

2. those who are related persons within the meaning of § 1(5) of the additional provisions of ASDRBA to a candidate to acquire a science degree or hold an academic position;

3. where plagiarism in scientific papers has been proven under the statutory procedure;

4. those who have been dismissed from an academic position on the grounds of Article 35(1)(2) of ASDRBA;

5. those who have been SP members in the previous two consecutive procedures for the defence of a dissertation and/or for appointment to an academic position in the same professional field at MU-Pleven. This applies to cases where there are enough habilitated persons in the professional field.

(7) The circumstances referred to in paragraph 6(1)-(4) in the procedures to acquire a science degree and to hold an academic position shall be ascertained by a template-based declaration by each SP member, submitted to the Scientific Secretary of the MU-Pleven, and where paragraph 6(5) applies, an ex officio verification by the Scientific Secretary of MU-Pleven shall ascertain them.

(8) At the request of the candidate to acquire a science degree or hold an academic position, one panelist may be replaced by another from the respective quota, through a report to the Rector and a decision of the AC. The request be granted only once.

**(9)** At its first meeting, the Scientific Panel shall:

1. elect one of its members for chairperson;
2. designate reviewers among its members for the eligible candidates;

3. make decision to admit to the evaluation stage candidates for the doctoral educational qualification degree (EQD) and the science degree (SD) of Doctor of Sciences and for appointment in the academic positions of chief assistant, associate professor and professor, only for the persons, who meet the minimum national requirements under Article 2b(5) of ASDRBA. Minutes are kept and signed by all SP members.

**(10)** At the closing meeting, the SP shall take decisions by open vote and simple majority and minutes shall be kept and signed by all SP members. The minutes shall contain as its integral part justification for the adoption of the relevant decision, including on:

1. the results of the candidate, his/her scientific contribution, originality of submitted papers and reliability of the presented scientific data;
2. the candidate's response to notes in the reviews and opinions, and to the questions brought up;
3. reasons regarding the acceptance or rejection of the candidate's opinion in the cases referred to in paragraph 12.

**(11)** The SP meetings for the defence of dissertation or selection for an academic position are held in the presence of all members.

1. If a member refuses to attend the meeting without a good reason or refuses to sign the minutes as detected by the signatures of the attending members of the panel, this will not provide a ground for suspension of the procedure. An alternate member from the relevant quota will replace the said member.

2. In case of available technical arrangements, SP communication, discussion, voting and decision-making can take place in absentia.

**(12)** When during the evaluation of a candidate, an SP member establishes or receives evidence of plagiarism, which is not anonymous and is reasoned, SP must come up with a decision, with a simple majority, within 1 month before the closing meeting as regards the alleged plagiarism in the dissertation. In such cases, before delivering its position, SP shall give the candidate the chance to submit his/her opinion.

**(13)** Where a report of plagiarism has been received for a procedure currently subject to evaluation, it cannot be terminated due to withdrawal of the candidate's documents.

**(14)** Reviews and opinions, abstracts of peer reviewed publications and summaries are made public on the website of the MU-Pleven in Bulgarian and in one of the languages traditionally used in the relevant scientific field. Public access to materials shall be available at least 5 years after completion of the procedure.

**(15)** Reviews and opinions of the members of scientific panels shall be registered with a Ref. No and dated upon receipt by the Scientific Secretary of MU-Pleven.

**Article 3. (1)** Information about calls for full-time and part-time doctoral students shall be sent to the National Centre for Information and Documentation (NACID) to be published no later than 7 days after the Academic Council's decision to open the doctoral positions.

(2) Information on competitions for academic positions at MU-Pleven shall be sent to NACID to be published no later than 7 days after the AC's decision to open the competition.

## Chapter two

### ACQUISITION OF DOCTORAL AND DOCTOR OF SCIENCES DEGREES

#### Section I

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

**Article 4. (1)** Persons who have acquired a Master's degree shall be eligible to apply for doctoral students.

(2) Training for acquisition of doctoral EQD shall be carried out in full-time, part-time or in self-organised courses. Full-time and self-organised training shall take up to 3 years and part-time - up to 4 years.

(3) Training in doctoral studies shall be provided by NEAA-accredited doctoral programmes in relevant scientific disciplines and professional fields in accordance with the Higher Education Act (HEA).

(4) The Doctoral educational qualification degree and the science degree of Doctor of Sciences are indefinite and are valid across the country.

(5) The training in doctoral studies shall be carried out in the primary unit (department) of MU-Pleven, which has at least one habilitated person in the respective accredited professional field.

(6) Doctoral EQD can be acquired under the joint management of a dissertation supervisor from a department of MU-Pleven, accredited by NEAA to provide doctoral studies, and a foreign dissertation supervisor from a university or scientific organization accredited in the respective country to provide doctoral training or studies for an equivalent degree, under the terms and conditions of these Rules and ASDRBA and RIASDRBA.

(7) Science degrees acquired abroad shall be recognized by the Minister of Education and Science through NACID under Article 5(5) of ASDRBA or by the MU-Pleven under a procedure of the committee for academic staff development at MU Pleven in accordance with paragraph 8.

(8) The recognition of academic degrees acquired abroad, corresponding to doctoral EQD, aims to provide access to training for improvement of qualification, to signing contracts with postdoctoral fellows and appointment of academic positions at relevant higher education institutions and scientific organizations.

**Article 5.** The Medical University of Pleven proposes on an annual basis to the Minister of Education and Science to be approved by the Council of Ministers:

1. the number of doctoral students admitted in line with the capacity of MU-Pleven, the professional areas and the specialties of the regulated professions therein;

2. the amount of fees for application and training of doctoral students at MU-Pleven, except for the cases under Article 21(2), (3) and (5) of the Higher Education Act;

3. the terms and procedure for granting of scholarships and for use of dormitories and other social and housing facilities by doctoral students at MU-Pleven.

**Article 6.(1)** The admission in full-time or part-time doctoral studies shall be carried out with a competition, which shall be held not earlier than one month after the deadline for submission of documents.

(2) The competition shall be opened under the following procedure:

1. departmental councils shall make proposals to the deputy rector in charge of research activity for the opening of the competition in the relevant scientific field.

2. The deputy rector in charge of research shall table the proposal at a meeting of the AC, which makes a decision to open the competition.

3. The competition, with a two-month duration, shall be publicised in the Official Gazette and on the website of the MU-Pleven. Information about the competition is sent also to NACID for publication not later than 7 days after the AC decision to open the competition.

(3) The candidates shall submit to MU-Pleven the following documents for participation in the competition:

1. Application to the Rector for participation in the competition;

2. Master's degree diploma. If the candidate has received a master's degree abroad, he/she shall present a translated and legalized copy of the diploma and a certificate from the Ministry recognizing it;

3. CV;

4. List of publications, if any;

5. Completed application form for a doctoral student at MU-Pleven;

6. Proof of paid fee for the exam in the speciality and the exam in a Western language;

7. Two photos;

8. Personal data processing declaration.

(4) The applications and the sets of documents, in hard and soft copy, shall be received and registered under a Ref. number in order of receipt and shall be stored at the Work with Doctoral Students Unit of the Academic and Scientific development Department of MU-Pleven.

(5) Where a candidate wishes to participate in the competition for doctoral studies in more than one scientific speciality, or in two different forms of doctoral studies in one and the same speciality, this is noted in the application, and the ranking is based on the order of prioritisation of specialties therein, respectively of the forms.

**Article 7.** The list of exam questions on the speciality is prepared by the scientific unit, which planned the doctoral programme and is approved by the respective FC at MU-Pleven and verified by the Deans, and the list of questions on the foreign language chosen by the candidate (English, German, French) is prepared by the Language and Specialized Training Department (LSTD) and is approved by the director of LSTD.

**Article 8. (1)** A committee appointed by an order of the rector of MU-Pleven shall decide on the eligibility of candidates to take part in the competition. The committee includes: the deputy rector in charge of research, the head of the primary structural unit, the head of department, the scientific secretary and a legal adviser.

(2) The committee checks the documents of candidates for compliance with the requirements for eligibility under the terms of these Rules and ASDRBA, and takes a decision on admission in a 20-day period after the deadline for submission of documents.

(3) The deputy rector in charge of research of MU-Pleven shall notify in writing the candidates of their eligibility to participate in the competition, and shall inform non-admitted candidates of the reasons for their rejection.

(4) The eligible candidates shall be notified of the date of exams, and the notification shall indicate the list of questions for the speciality and in the selected foreign language. The notification shall be sent no later than one month before the date of the first examination.

**Article 9. (1)** Candidates not admitted to take part in the exams can in a 7-day period from the date of notification file an objection to the deputy rector in charge of research at MU-Pleven.

(2) The deputy rector in charge of research of MU-Pleven shall appoint a new three-member committee – habilitated lecturers to come up with a ruling on the objection. On the basis of the report of the committee, the head shall make a final decision in a 10-day period from receipt of the objection.

**Article 10. (1)** The competition shall include an examination in the speciality and in a foreign language, chosen by the candidate.

(2) The examination procedure shall be carried out under the following procedure:

1. The exam in the speciality is written and oral with separate marks. The written exam is at one and the same questions, drawn out of a pre-announced list of questions. The papers are anonymous and the exam takes 4 astronomical hours. Only candidates who have received at least a ‘4.50 – very good’ mark shall be eligible to sit for the oral exam.

2. Candidates who have received a grade point average (GPA) of the written and oral exams of at least ‘very good 5.00’ shall be considered successful candidates.

3. The written and oral exams are held on the same day, but with more than two candidates this can be done within two consecutive days.

4. Only candidates who have passed successfully the exam in the speciality shall be eligible to sit for the exam in a foreign language. Candidates who have obtained an average mark of at least ‘good 4.00’ in a foreign language shall be considered successful.

5. The exams are conducted by a 3-member examination committee, appointed by an order of the rector of the MU-Pleven, whose members are habilitated lecturers in the same scientific field and speciality. The examination committee on foreign language can feature two non-academic lecturers.

6. The marks at the exams shall be calculated as arithmetic mean, they are entered in the minutes of the examination committee, which are sent to the Work with Doctoral Students Unit of the Academic and Scientific Development Department of MU-Pleven in a 5-day period.

7. The minutes shall be supported by a report of the chairperson of the examination committee, with the ranking of successful candidates for doctoral students at MU-Pleven.

(3) On the basis of a report by the head of department, with open voting and simple majority, the relevant FC shall make a decision on the enrollment of candidates who have passed successfully the exams. The decision shall indicate the form of doctoral studies, the dissertation supervisor of the doctoral student and the dissertation topic.

(4) A habilitated person shall be elected as a dissertation supervisor. A second dissertation supervisor and/or advisor for an interdisciplinarity doctoral thesis may be appointed. A doctoral student shall not be entitled to have more by two dissertation supervisors.

(5) If two candidates who have passed the competition with equal marks have been ranked for the same doctoral position, the FC takes into account the GPA of exams during the studies and mark of the graduation examinations of the higher education diploma, and the publication of scientific or applied science papers (if any). The candidate of a larger number of votes shall be selected. If the FC again fails to select any of the two candidates, doctoral position shall be re-opened.

**Article 11.** The vacant doctoral positions can be re-allocated in the same academic year by an AC decision to other scientific disciplines, on proposal of the departments, in coordination with the deans of relevant faculties.

**Article 12.(1)** The admission to a **self-organised form** of training for doctoral students, who have written a dissertation for the award of a doctoral degree, shall take place without an examination throughout the entire academic year.

(2) Via the head of department, the candidate shall submit to the Department Council a draft of the dissertation and a bibliography.

(3) The DC shall discuss the presented dissertation in the presence of the candidate. If the DC approves the candidate's work, the head of the department shall make a proposal to the Dean of the respective faculty for enrollment of doctoral student in a self-organised programme, indicating the dissertation topic, dissertation supervisor, scientific field and individual curriculum for work of doctoral student.

(4) On the basis of the proposal, the FC shall make a decision for enrollment of the doctoral student, approving the dissertation topic, the dissertation supervisor and individual curriculum of the doctoral student.

**Article 13. (1)** On the basis of the FC decision, the rector of MU-Pleven shall issue an order to enroll the doctoral student.

(2) The rector's enrollment order shall indicate:

1. grounds for enrollment;
2. the form of the doctoral studies – full-time, part-time, self-organised learning;
3. faculty and department in charge of the studies;
4. the term of the training;
5. the dissertation topic;
6. the scientific field and speciality;
7. dissertation supervisor and dissertation advisor (if any).

(3) The enrollment of doctoral students shall be carried out upon the receipt of the following documents, in addition to the necessary documents:

1. an invoice for a paid state fee (for full-time and part-time studies);
2. a document for employment and/or an order of enrollment for specialization in PG studies (for part-time doctoral students and if any for those in self-organised learning);

3. other documents to certify the interests and the achievements of the candidate in the respective scientific field and profile speciality;

4. template-based contract signed between the rector of MU-Pleven and the doctoral student (full-time or part-time).

**(4)** Doctoral students are enrolled in paid training upon the receipt of the necessary documents and these additional ones:

1. an invoice for a paid fee in the accounting of MU-Pleven;

2. a template-based contract signed between the rector of MU-Pleven and the doctoral student;

3. If a candidate for a doctoral student in self-organised learning is external to the MU-Pleven, upon enrollment, he/she shall pay at least two-term fees, as set by the AC of MU-Pleven. If the candidate is internal to MU-Pleven and has an employment contract, he/she shall be trained free of charge;

4. a declaration of self-coverage of costs or a written confirmation from the institution committed to cover the financial costs of research;

5. doctoral students in self-organised learning who are not members of the academic staff of MU-Pleven shall pay also cost of SP, related to the defence.

**Article 14.** Graduates of foreign higher education institutions can apply for doctoral students, once their degree has been recognized under the Ordinance on state requirements for recognition of university degrees and completed periods of training in foreign higher education institutions, adopted by Council of Ministers Decree No 168 of 2000 (last amended and supplemented SG. No 28 of 5 April 2019), under the conditions and the procedure set out in RIASDRBA and these Rules.

**Article 15. (1)** Persons who are not Bulgarian nationals and are not citizens of another EU member state, of an EEA country, or of the Swiss Confederation, shall be entitled to apply and to be trained in doctoral studies:

1. as per intergovernmental agreements for educational, cultural and scientific exchange;

2. in accordance with the Council of Ministers acts;

3. under the conditions of Article 95(7) of the Higher Education Act.

**(2)** The candidates referred to in paragraph 1, items 1 and 2 shall be admitted under the conditions and the procedure set out in the respective agreement or in the act of the Council of Ministers, in coordination with MU-Pleven.

**(3)** The persons referred to in paragraph 1(3) shall be admitted under the conditions and the procedure set out in the respective regulations of the higher education institutions and of the scientific organizations.

**(4)** The persons referred to in paragraph 1 shall be entitled to apply for doctoral students under the conditions and the procedure for admission of Bulgarian citizens, if:

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

2. they have the status of refugees;

3. they are of Bulgarian origins.



**Article 15a. (1)** The candidates for doctoral students under Article 15(1) shall submit the following documents:

1. a form containing brief biographical data, level of proficiency in foreign languages, and the higher education institution or scientific organization where they wish to be trained;
2. a copy of the higher education diploma to prove that the candidate holds a Master's degree;
3. a medical certificate issued within one month prior to the date of application and certified by the relevant authorities in the person's country of origin;
4. list of publications, if any;
5. a copy of the documents for citizenship;
6. a certificate for recognized higher education, if the diploma has been issued by a foreign higher education institution;
7. two photos.

(2) The documents referred to in paragraph 1(2)-(3) need to be legalised, translated and certified in accordance with the provisions of international treaties of the Republic of Bulgaria with the issuing state, and in the absence of such – a general procedure for legalization, translation and certification of documents and other papers.

(3) The candidates referred to in Article 15(1)(1)-(2) shall submit the documents under paragraph 1 to the Ministry of Education and Science.

(4) The candidates referred to in Article 15(1)(3) shall submit the documents under paragraph 1 to MU-Pleven.

**Article 15b.(1)** MU-Pleven shall send to the Ministry of Education and Science the documents of the candidates approved under Article 15(1)(3) - citizens of countries for which a long-term stay visa is required in the Republic of Bulgaria, and information on:

1. the candidate's personal data - passport names in Latin characters, date of birth, place of birth, citizenship;
2. title of the scientific speciality, EQD, form and term of study;
3. information about linguistic and specialized training - level of proficiency in Bulgarian, the name of the main unit to hold the studies, duration of training;
4. annual fee for education and for linguistic and specialized training;
5. bank account number of the higher education institution or scientific organization, to which the fee for training or for linguistic and specialized training is to be credited.

(2) The Ministry of Education and Science shall issue a certificate for admission of the candidates for studies in the Republic of Bulgaria and shall notify in writing thereof the Ministry of Foreign Affairs and the Migration Directorate of the Ministry of Interior. The certificate is valid only for the academic year, for which it is issued.

(3) The persons applying under the conditions of Article 95(7) of the Higher Education Act, shall pay fees for training, once they have been granted a Type D visa and have arrived in the Republic of Bulgaria.

**Article 15c. (1)** The rector of MU-Pleven shall issue an order for enrollment of the candidates approved for doctoral students under Article 15(1).

(2) MU-Pleven shall notify in writing the Ministry of Education and Science of the enrolled doctoral students under paragraph 1.

**Article 16. (1)** The training of doctoral students involves the following activities:

1. research activity;
2. participation in specialized courses, seminars and the doctoral school of MU-Pleven;
3. teaching and/or expert activity, participation in scientific fora (national and/or international);
4. a doctoral minimum exam;
5. drafting of a doctoral dissertation.

(2) The distribution by types of activities for the duration of the training complies with the 'Training Plan and a Credit System for Evaluation of the Preparation of Doctoral Students at MU-Pleven', endorsed by the AC and the Academic Staff Development Rules of MU-Pleven.

**Article 17. (1)** The training of doctoral students shall be carried out based on an individual curriculum.

(2) A template-based individual curriculum shall be drawn up, not later than 3 months after the enrollment, by doctoral students and their dissertation supervisors and shall be discussed and approved by the respective FC.

(3) The individual curriculum shall define the orientation of doctoral studies and shall be composed of general curriculum for the entire period of training and a working plan with a breakdown by years. The individual curriculum shall cover:

1. the dissertation topic;
2. the breakdown of all activities by years;
3. exams and deadlines to take them;
4. the attendance of a certain cycle of lectures and seminars in the speciality, attendance of courses in the doctoral school, participation in courses, seminars, conferences and other public scientific events;
5. stages and deadlines for preparation of the dissertation.

(4) Change in the dissertation topic and the dissertation supervisor shall be an exception, shall be possible not later than 3 months before the date of the meeting of the extended DC for a preliminary discussion. The change shall be enacted by an order of the rector of MU-Pleven on the basis of a decision of the respective FC on the proposal of the DC, through a report of the head of department.

**Article 18.** Doctoral students shall sit for exams in their individual curriculum before committees appointed by the rector of MU-Pleven consisting of at least 3 habilitated persons, with the participation of the doctoral student's dissertation supervisor.

**Article 19. (1)** The doctoral students shall be attested at the end of each calendar year.

(2) The doctoral students shall submit to the DC a report on the activities performed, which shall contain a scientific section (reporting of the outcome) and a report on the implementation of the individual curriculum.

(3) The supervisor shall give a written opinion on the work of the doctoral students before the DC, on the basis of a comprehensive analysis of the activity of the doctoral student and shall give a mark:

1. Very Good – activities have been outperformed versus the individual curriculum in shorter deadlines;

2. Good - activities have been performed in accordance to the individual curriculum in terms of volume and deadlines;

3. Satisfactory – delayed performance of activities compared to the individual curriculum, which does not jeopardize the completion of the doctoral studies on time;

4. Unsatisfactory – non-performance of the activities versus the individual curriculum, leading to inability to successful complete the doctoral studies on time.

(4) The dissertation supervisor jointly with doctoral students shall propose any concretization of individual curricula of doctoral students for the next year.

(5) The DC shall adopt:

1. an opinion on the performance of individual curricula and assessment of the activities of doctoral students;

2. a proposal for attestation of doctoral students;

3. a proposal for concretization of the individual curriculum for next year;

4. recommendations for further development of the doctoral programme, and if necessary shall recommend amendment and/or supplement of the topic or replacement of the dissertation supervisor.

(6) The proposal referred to in paragraph 5(2), (3) and (5) shall be approved by the respective FC.

**Article 20.** In addition to the reporting under the procedure of Article 19, full-time doctoral students shall report on their work at the end of each quarter, submitting to the relevant FC, through the head of department, a report on the implementation of individual curriculum, supporting it by:

1. a report on the work carried out in respect of the dissertation or the doctoral minimum, certified by the dissertation supervisor and confirmed with evidentiary material;

2. a report on teaching activities, certified by the dean of the faculty.

**Article 21. (1)** The Ministry of Education and Science shall open on an annual basis and shall hold competitions to send Bulgarian doctoral students for training in doctoral studies abroad with conditions set out in the intergovernmental agreements on educational, cultural and scientific exchanges, and further requirements it has put in place.

(2) Persons enrolled in full-time doctoral studies at MU-Pleven shall be entitled to apply for the training referred to in paragraph 1.

(3) The Ministry of Education and Science shall inform MU-Pleven of the doctoral students who continue their studies under paragraph 1.

**Article 22. (1)** MU-Pleven shall provide the facilities and cover the costs for enrollment, training and defence of dissertations of doctoral students in full-time and part-time form of training, subsidized by the state, in accordance with differentiated standards for training of doctoral students set out by the Council of Ministers.

(2) The doctoral student shall be entitled to the necessary training and research materials - chemicals, reagents, drugs, raw materials, supplies, experimental animals, IT products, clinical contingent, etc.

(3) Organizations interested in the output of the respective dissertation can provide the doctoral student with the material base and resources, necessary to support its development.

**Article 23. (1)** The doctoral student shall participate in the overall diagnostic and treatment activity of the clinical base, in which the doctoral studies take place.

(2) The main part of the time determined for preparation of the doctoral student shall be set aside for implementation of the activities under the scientific and study work plan.

(3) Full-time doctoral students can teach in seminars on a proposal of the department council.

**Article 24.** The doctoral student may be paid remuneration for participation in fellowships, conferences, scientific fora, etc. in the country and abroad, if their subject is in line with his/her dissertation topic.

**Article 25.** The doctoral student can get involved to scientific teams developing research projects related to the dissertation topic, funded on a competitive basis.

**Article 26.(1)** The funds for financial and material support for dissertation papers shall be approved on an annual basis by the rector of MU-Pleven, respectively, by the head of the scientific organization, by types of costs – allowance costs during studies and social and housing expenses.

(2) The financing of the experimental work for each dissertation shall be provided based on a separate annual plan of accounts, approved by the rector of MU-Pleven.

(3) Full-time doctoral students can be given additional financial incentives at the conclusion (completion) of their doctoral studies on time and upon a successful defence of the dissertation within 1 year after the decision of the Faculty Council for completion of the studies and right of defence.

**Article 27.** Full-time doctoral students shall use 30 calendar days of leave each academic year. When they need to be away, the doctoral student shall notify in person or in an adequate manner their dissertation supervisor and shall obtain permission from him/her or from the head of the department.

**Article 28. (1)** Doctoral students have the right to interrupt their studies and to continue, but for not more than 2 years - in case of a maternity leave and for not more than 1 year - in case of illness, proven by relevant medical documents, for justified family reasons, as well as in connection with specialization on the topic of the dissertation in the country or abroad. For the interruption the doctoral student shall file an application to the rector of MU-Pleven, endorsed by the DC of the respective department and the dissertation supervisor of the doctoral student and a decision of the FC.

(2) Prior to the expiration of the period of interruption of studies, doctoral students shall submit an application to the rector, through the dissertation supervisor, for the resumption of their rights and continuation of training. The rector shall issue an order based on a decision of the FC. Where this obligation has not been discharged on time, the doctoral student shall be considered willfully leaving in the meaning of Article 74(1)(2) of the Higher Education Act and shall be disenrolled ex officio.

(3) The duration of the doctoral studies can be extended on the basis of a reasoned report by the dissertation supervisor and a decision of the FC, by an order of the rector of MU-Pleven, but for not more than one year.

(4) Full-time doctoral students at MU-Pleven shall be entitled to change the form of doctoral studies, on the basis of an application to the rector under the procedure in paragraph 1 and an attached copy of an employment contract; this shall be agreed with the dissertation supervisor/consultant, and conditional upon a decision of the FC. The decision and the supporting documents shall be sent the Work with Doctoral Students Unit for the doctoral student's file and for the issuance of an order by the rector for a change in the form of training from full-time to part-time or self-organised learning.

(5) Doctoral students of MU-Pleven have the right to be transferred to another training unit within the MU-Pleven or in other higher education institutions in the country or abroad, in the same doctoral programme, without recovery of scholarships, under the following conditions:

1. evidence for valid reasons;
2. a positive opinion of the dissertation supervisor and a decision of the FC.

(6) A change of the doctoral programme is not possible, except by termination of the doctoral student's training at his/her request or by disenrollment without the right of defence and re-enrollment in doctoral studies. In these cases, the results of previous examinations, attestation assessments and others are not recognized.

(7) Doctoral students at MU-Pleven have the right to discontinue their studies their their discretion, on the basis of an order of the rector, and shall recover the amounts of scholarships, with the exception when:

1. they leave for health reasons;
2. they are disenrolled under the procedure of Article 32(1)(4) of the Higher Education Act.

**Article 29. (1)** The doctoral student is obliged to implement their individual curriculum.

(2) In case of systemic non-implementation of the curriculum, the doctoral candidate shall be dismissed from the doctoral programme. Systematic non-implementation is a case where the doctoral student has not taken the exams in the individual curriculum within the required deadlines without valid reasons (sickness, maternity leave, specialization abroad, etc.), does not perform the tasks in the development of the dissertation within the deadlines set by the individual curriculum; does not attend the courses, lectures, seminars, etc. without a good reason, as well as in case of:

1. misstatements, on the basis of which he/she was admitted to MU-Pleven;
3. a prison sentence for a committed premeditated crime of general nature;
4. non-payment of fees for training.

(3) The dismissal under paragraph 2 shall be enacted by an order of the rector on the basis of a report by the dissertation supervisor/report by the head of the department, accompanied by minutes for a decision of the DC and a decision of the FC. The decision of the Faculty Council and the supporting documents are sent ex officio to the NACID.

(4) A doctoral student shall not lose their status for the term of dismissal from the higher education institution, as well as upon deregistration under Article 74(2) of the Higher Education Act.

(5) The dismissed doctoral student shall recover to MU-Pleven 100% of the scholarships received and other training-related expenses made.

(6) Full-time doctoral students, disenrolled from doctoral studies due to a serious chronic illness, proven by the respective medical documents, shall not be obliged to return the scholarships received.

**Article 30.** The training of each doctoral student shall be considered successfully completed when the required number of credits has been collected in accordance with the Training Plan and a Credit System for Evaluation of the Preparation of Doctoral Students at Medical University Pleven.

**Article 31.** The dissertation supervisor/adviser of the doctoral student shall be obliged to:

1. inform the doctoral student of national and institutional regulatory requirements for the studies, and of his/her rights and obligations;
2. support the doctoral student in the preparation of the individual curriculum;
3. monitor and support the doctoral student when implementing the tasks in the individual curriculum in view of deadlines;
4. provide him/her with the necessary information for financial support of the research;
5. be a member of the examination committee to exam the doctoral student under the doctoral programme;
6. support the implementation of the research activity on the dissertation topic;
7. annually, at the end of the academic year, present to the DC a report on the progress of doctoral studies and a proposal for attestation of the doctoral student.

**Article 32. (1)** The dissertation supervisor may be replaced as an exception, but not later than 3 months before the date of the meeting of the DC for a preliminary discussion. The change shall be enacted by an order of the rector of MU-Pleven on the basis of a decision of the FC, respectively the Scientific Council of the Research Institute, at the proposal of the DC, in the following cases:

1. in the event of the person's death;
2. in prolonged absence for more than 3 months due to illness, stay abroad or other justifiable reason;
3. in non-performance of tasks because of an illness, stay abroad or other justifiable reason;
4. in case of unsatisfactory attestation assessment of the doctoral student for the course of the doctoral programme;
5. in case of an effective prison sentence for a premeditated crime;
6. upon a reasoned request of the doctoral student, accepted after consideration and a positive decision of the DC.

(2) The dissertation supervisor's retirement is not a reason to replace him/her unless there are other reasons therefore.

## Section II

### *Conditions and procedure to obtain a doctoral degree*

**Article 33. (1)** The doctoral EQD is awarded to holders of a Master's degree who meet minimum national requirements, following training in a doctoral programme and successful defence of a dissertation under the terms and conditions of ASDRBA, RIASDRBA and the Rules of MU-Pleven.

(2) Within one month from the end of training, DC shall send a report to the dean, on the upcoming FC meeting, proposing the disenrolment of the doctoral student either with or without a right of defence of a dissertation.

(3) The doctoral student acquires the right of defence having discharged the tasks in their studies, having successfully passed exams, set in the individual curriculum, and prepared in a significant degree the dissertation.

(4) The faculty council shall come up with a decision on the proposal of the DC at its first meeting after the meeting of the department council.

(5) The right of defence may be exercised within not more than 18 months from the decision of the relevant Council of primary structural unit.

(6) The doctoral students shall be disenrolled by an order of the rector of MU-Pleven.

**Article 34.** A doctoral student who has been disenrolled with a right of defence and meets the minimum requirements, set out in RIASDRBA, shall be eligible to defend the dissertation for award of a doctoral degree.

**Article 35. (1)** The dissertation must contain scientific or applied science outputs, which represent an original contribution to science. The dissertation needs to show that the candidate has in-depth theoretical knowledge in the relevant speciality and skills for independent scientific research.

(2) The dissertation needs to be presented in form, volume, structure and content, corresponding to the requirements of MU-Pleven.

**Article 36. (1)** The doctoral student shall submit the dissertation to the dissertation supervisor, who shall assess the readiness for defence, and is required to draft a written opinion within one month from the submission of the dissertation. In case of a positive assessment of the doctoral student's readiness for dissertation defence, the supervisor proposes to the DC to open a procedure for preliminary discussion and a proposal for external members of the extended DC.

(2) In case of negative assessment of the dissertation supervisor, as well as in case of failure to come up with an opinion within the deadline under paragraph 1, the doctoral student may bring the matter to the attention of the DC, which shall rule on the readiness for defence.

(3) The procedure for preliminary discussion/approbation shall be held before the extended DC, including two habilitated members external to MU-Pleven, designated by an order of the rector, within 30 days from the date of the written opinion of the dissertation supervisor as per paragraph 1.

(4) The doctoral student has already submitted to DC members the dissertation and its abstract, in a period no later than 7 days before the extended DC meeting.

**Article 37. (1)** During the procedure for preliminary discussion, the dissertation shall be subject to discussion and a decision shall be taken by the extended DC of the primary unit in respect of the doctoral student's readiness for defence before a scientific panel.

(2) In case of a positive decision on the readiness for defence, the extended DC shall propose the SP members. The dissertation supervisor and doctoral student must participate in the discussion on the SP members and may give their proposals for members.

(3) The head of department shall submit a report, via the dean to the Faculty Council, on the decisions made in the preliminary discussion, together with a written statement from the register on academic staff development of NACID, for each one of the proposed SP members.

**Article 38. (1)** Upon a positive decision of the extended DC for the readiness of the doctoral student for defence, in a 30-day period the candidate shall file the necessary documents and materials for the defence of the dissertation at Scientific Secretary of MU-Pleven.

(2) With a report through the dean, the head of department shall propose to the FC the SP members and date of defence. The Academic Council, at its first meeting after the FC, approves the composition of the scientific panel and the date of the defence.

(3) In a 7-day period from the AC disposition, the rector of MU-Pleven shall issue an order designating the SP members.

(4) In a 7-day period from the issuance of the SP order, the Scientific Secretary shall send to every SP member a set of documents: an official letter; a copy of the SP order of the rector; Annex No 2 of the Rules of MU-Pleven; a contract with the rector of MU-Pleven and a declaration under paragraph 6, items 1-4 of the Rules. The signed contract and declaration are returned to the Scientific Secretary in a 7-day period.

**Article 39. (1)** The scientific panel consists of five habilitated persons in the relevant scientific field or scientific fields of the dissertation topic. At least one of the panel members is a professor. At least three of the panel members are external to MU-Pleven. The dissertation supervisor must not be a panel member.

(2) The first SP meeting, within 14 days of the rector's order, organized by the head of department, shall designate a chairperson of SP, who is an internal member - a habilitated person from the MU-Pleven, as well as and two reviewers, one of which is external to MU-Pleven.

(3) Doctoral candidates who meet the respective minimum national requirements shall be entitled to defend their dissertation, for which SP shall make a deliberate decision pursuant to Article 2(9)(3) of these Rules.

**Article 40. (1)** The SP members shall prepare two reviews and three opinions. Reviews and opinions provide either a positive or a negative assessment and are submitted to the Scientific Secretary within 3 months of the selection of the scientific panel.

(2) The reviews, opinions and abstract of the dissertation are published on the website of the MU-Pleven within 1 month before the date of the closing session of SP, in Bulgarian and in one of the languages, traditionally used in the relevant scientific field.



**Article 41. (1)** The scientific panel shall hold an open session for the defence of the dissertation of the candidate, within one month after the publication of the author's abstract, the reviews and the opinions.

**(2)** At the open session referred to in paragraph 1:

1. the SP chairperson shall introduce the doctoral student;
2. the doctoral student shall make a short exposition of the main outputs of the dissertation;
3. the members of the scientific panel shall submit their reviews and opinions;
4. the members of the SP and each of the attendees of public defence can ask questions and make comments;
5. each member of the scientific panel shall publicly announce his/her assessment - positive or negative;
6. the chairperson of the scientific panel shall announce the result of the defence.

**(3)** The dissertation, which has received three or more positive marks for the defence, shall be considered successfully defended.

**(4)** An unsuccessfully defended dissertation shall be returned for resubmission. If the candidate wishes, not later than one year after the date of return, a new procedure for defence shall be announced. The second procedure for defence is final.

**Article 42. (1)** Doctoral degree shall be acquired from the day, on which the dissertation is successfully defended.

**(2)** The doctoral degree is certified with a diploma, which is issued in Bulgarian, and when the holder wishes so, an English language supplement shall be issued.

**(3)** The diploma under paragraph 2 shall be template based, approved by the Minister of Education and Science, and shall be sent to the Ministry of Education and Science for registration within three days from its issuance.

**(4)** The Scientific Secretary of MU-Pleven shall send to NACID, in hard and soft copies, information about defended doctoral dissertations, together with a copy thereof and the abstracts of dissertations in a 14-day period from the defence. The same deadline applies to sending the dissertation and abstract to the St Cyril and Methodius National Library and the library of MU-Pleven.

**(5)** For a job-relevant doctoral degree, the holders shall be paid an additional monthly remuneration in an amount set by the Council of Ministers, under Article 14 of ASDRBA.

### **Section III**

#### ***Conditions and procedure to obtain Doctor of Science (DSc) degree***

**Article 43.** The Doctor of Science degree shall be awarded to holders of a doctoral degree, who meet the relevant minimum national requirements, after a successful defence of a dissertation under the terms and procedure of ASDRBA, RIASDRBA and the Rules of MU-Pleven.

**Article 44.** Under equal other conditions, individuals who have acquired a DSc science degree shall have an advantage in hiring for academic positions.

**Article 45. (1)** The dissertation for acquisition of a DSc science degree shall contain theoretical generalizations and solutions to major scientific or applied science issues, which correspond to modern achievements and constitute a significant and original contribution to science.

(2) The dissertation referred to in paragraph 1 shall be the result of independent work and must not repeat literally a topic or a substantial part of the contents of a doctoral degree dissertation.

**Article 46.** Through the head of department, the candidate shall submit the dissertation and the abstract to the department for discussion, which is carried out in his/her presence. If the DC approves the candidate's paper, the head of department proposes to the respective FC to open a procedure for preliminary discussion before an extended DC, the date for holding, as well as a proposal for three habilitated specialists external for MU-Pleven. In case of a positive decision of the FC, the rector issues an order.

**Article 47. (1)** The procedure for preliminary discussion shall be conducted before an extended departmental council, supported by 3 habilitated members external for MU-Pleven.

(2) During the procedure for preliminary discussion, the candidate shall present his/her dissertation and abstract for consideration.

(3) The extended DC shall take a decision on the readiness for defence before the SP, as well as shall make a proposal for the composition of the SP. The head of department, through a report to Dean, offers the FC to choose the SP members, together with a written statement from the academic staff development register of NACID, for each one of the proposed SP members. The FC decision shall be approved by the AC and the rector shall issue an order.

(4) After the positive decision of the extended DC, the candidate shall submit the necessary documents and materials, related to public defence to the Scientific Secretary of the MU-Pleven.

(5) In 7-day period after the issuance of the SP disposition, the Scientific Secretary shall send to every SP member a set of documents: an official letter; a copy of the SP order of the rector; Annex No 2 of these Rules of MU-Pleven; a contract with the rector of MU-Pleven and a declaration under paragraph 6, items 1-4 of these Rules. The signed contract and declaration are returned to the Scientific Secretary in a 7-day period.

**Article 48. (1)** The defence of the dissertation shall be conducted publicly before the scientific panel featuring 7 habilitated persons. At least three of the members shall be professors. At least four of the members shall be external parties to MU-Pleven.

(2) The first SP meeting, within 14 days from the rector's order, organized by the head of department, shall designate an SP chairperson among the internal members of MU-Pleven, along with three reviewers, with at least one of them being external to MU-Pleven and the date of public defence shall be set.

(3) DSc candidates who meet the respective minimum national requirements shall be entitled to defend their dissertation, for which SP shall make a deliberate decision pursuant to Article 2(9)(3) of these Rules.

**Article 49. (1)** Three SP members, two of whom are professors, shall prepare reviews, the other SP members shall prepare opinions. At least one of the reviews shall be drawn up by a person external to MU-Pleven.

(2) The reviews and opinions provide either a positive or a negative assessment and are submitted to the Scientific Secretary in hard and soft copies within 3 months of the selection of the scientific panel.

(3) The reviews, opinions and abstract of the dissertation are published on the website of the MU-Pleven within 1 month before the date of the defence, in Bulgarian and in one of the languages, traditionally used in the relevant scientific field.

**Article 50. (1)** The provisions of Article 41 of these Rules of MU-Pleven shall apply to the defence.

(2) A dissertation which has received at least four positive marks shall be considered successfully defended, as each member of the panel shall publicly announce his/her grade.

(3) An unsuccessfully defended dissertation shall be returned for resubmission. If the candidate wishes, not later than one year after the date of return, a new procedure for defence shall be announced. The second procedure for defence is final.

**Article 51. (1)** The DSc science degree shall be acquired from the day on which the dissertation is defended successfully.

(2) DSc science degree shall be certified by template-based diploma, approved by the Minister of Education and Science and sent for registration at the Ministry of Education through NACID after issuing it, within the statutory deadlines.

(3) The Scientific Secretary of MU-Pleven shall send to NACID, in hard and soft copies, information about defended doctoral dissertations, together with a copy thereof and the abstracts of dissertations in a 14-day period from the defence. The same deadline applies to sending the dissertation and abstract to the St Cyril and Methodius National Library and the library of MU-Pleven.

(4) For a job-relevant DSc degree, the holders shall be paid an additional monthly remuneration in an amount set by the Council of Ministers, under Article 14 of ASDRBA.

### Chapter three

#### APPOINTMENT IN ACADEMIC POSITIONS

##### Section I

##### *Conditions and procedure for appointment in academic position 'assistant'*

**Article 52. (1)** A competition to fill the academic position 'assistant' is opened at the proposal of the DC, on the basis of information on the academic workload in the unit and a positive decision of the FC.

(2) The DC proposal shall be supported by a syllabus for an examination in the speciality, prepared by the head of unit, where the academic position 'assistant' is opened, which is to be approved by the rector after the decision of the council of the primary structural unit.

(3) The procedure shall be opened by a decision of the Academic Council to conduct a competition based on documents and/or an examination and/or an interview in the speciality. The competition shall be publicised in a local newspaper and on the website of MU-Pleven.

Information about the competition shall be sent also to NACID for publication, not later than 7 days after the decision to open the competition by the AC.

(4) Within one month after the announcement of the competition under paragraph 3, candidates shall submit the following documents to the Human Resources Department of MU-Pleven:

1. an application;
2. CV (European format);
3. a Master's degree diploma and the supplement thereto (a notarised copy);
4. a specialization diploma (if any, a notarised copy);
5. publications and participation in scientific fora (if any);
6. a certificate of proficiency in a foreign language and computer literacy (if any, a copy);
7. copies of orders for enrollment in doctoral or for disenrollment with the right of defence (if any);
8. a medical certificate and a clean mental health record;
9. a criminal record certificate;
10. other documents, certifying interests and achievements in the relevant scientific field.

(4) The submitted documents shall be registered in their sequence of receipt in the office of MU-Pleven.

**Article 53. (1)** A doctoral student disenrolled with a right of defence who has not completed the dissertation defence procedure may not be appointed as assistant.

The appointment is enacted by the rector of MU-Pleven on a proposal of the head of department, in consultation with the head of the primary structural unit, with an employment contract for a period not more than two years, under the conditions and procedure of the Labour Code.

(2) A person who does not hold a doctoral degree may also be appointed in the position of an assistant. The appointment shall be enacted by the rector of MU-Pleven on a proposal of the head of department, in consultation with the head of the primary structural unit, with an employment contract for a period not more than four years.

(3) During the contract duration, the person occupying the post of an assistant, shall take actions to acquire a doctoral degree.

(4) After the expiry of the contract, the same person cannot sign a new fixed-term employment contract for the same position.

(5) If a candidate for assistant holds a DSc degree on the scientific speciality corresponding to the field of the competition, he/she shall be appointed without an interview and/or exam, by an order of the rector.

(6) If the candidates for assistant with a doctoral degree are more than two, a rector-appointed committee shall conduct an interview.

(7) After the acquisition of a doctoral degree, an assistant may take part in a competition for the academic position of a chief assistant opened by MU-Pleven on a proposal of the head of department, in consultation with the head of the primary structural unit, under the procedure of ASDRBA, RIASDRBA and these Rules of MU-Pleven.

**Article 54. (1)** Candidates shall be short-listed in the competition by a three-member committee, set by an order of the rector, which examines the submitted documents in a 7-day period after the deadline for submission of documents.

(2) Eligible candidates, whose documents conform to legal requirements and the requirements in the current rules for appointment of the academic position of assistant shall be entitled to participate in the competition. For the documentary eligibility of candidates to participate in the examination and/or the interview, the committee shall draw up minutes, to be signed by all members and approved by the rector. Candidates are notified of the outcome of the procedure for their documentary eligibility, and ineligible candidates shall receive the reasons for their non-eligibility in a 7-day period after the deadline in paragraph 1.

(3) The eligible candidates shall be notified in writing of the date, time and place of the examination and/or the interview, within 14 days after the decision of the admission committee. The candidates shall receive a syllabus for conducting a test on the speciality.

(4) The examination in the speciality shall be conducted not later than one month from sending the notification under paragraph 3.

**Article 55. (1)** The candidate shall appear for an interview or examination in the speciality, which shall be conducted by a three-member committee, appointed by an order of the rector, upon proposal of the head of department. The committee in charge of a competition for assistant includes: three habilitated persons, with at least two being in the same speciality, or two habilitated persons and one with a doctoral degree.

(2) The examination in the speciality shall be written and oral with separate marks. The written exam is on the same questions, drawn from a previously announced syllabus. It is anonymous and has a duration of 4 astronomical hours. Only persons who have received at least 'Very good - 4.50' in the written exam shall be entitled to sit for the oral exam.

(3) During an interview, the candidate shall receive a positive or negative mark on two questions from the syllabus, for which minutes shall be kept, signed by the members of the examination committee.

(4) Each member of the competition committee shall evaluate the candidates separately.

(5) Not later than 7 days after conducting a test and/or interview, the chairperson of the competition committee presents a summary report with the outcome of the competition to the head of the primary structural unit.

(6) The appointment shall be enacted by an order of the rector of MU-Pleven, upon proposal of the head of the primary structural unit, coordinated with the head of department, on the basis of the report referred to in the previous paragraph.

(7) Within 1 month after the selection process, an employment contract shall be signed with the selected candidate.

(8) Within 7 days after the date of signing the fixed-term employment contract, information on the candidates selected for the academic position 'assistant' shall be sent to NACID, in accordance with the requirements of the Ordinance for NACID.

## **Section II**

### ***Conditions and procedure for appointment in academic position 'chief assistant'***

**Article 56. (1)** The academic position ‘senior assistant’ shall be occupied only by a person meeting the minimum national requirements who has a doctoral degree, which for the specialities of regulated professions shall be relevant to the opened competition.

**(2)** The academic position of chief assistant shall be occupied on the basis of a competition and selection by the respective Council of the primary structural unit.

**Article 57. (1)** The candidates for the academic position of chief assistant shall be evaluated according to the following requirements and criteria, if they are applicable for the respective field:

1. teaching work;
  - (a) classroom and extracurricular activities - use of e-learning;
  - (b) work with students and doctoral students - joint work with students in research and creative projects;
  - (c) work on curriculum or course development;
2. research work:
  - (a) research - participation in research projects, completed with scientific papers;
  - (b) scientific publications – in print as well as electronic; c) participation in scientific fora.

**Article 58. (1)** The procedure for appointment in the academic position of chief assistant shall be opened by a decision of the AC of MU-Pleven for conducting of competition. The competition shall be publicised in the State Gazette and on the website of MU-Pleven. Information about the competition is sent also to NACID for publication, not later than 7 days after the decision for opening the competition.

**(2)** The candidates for participation in the competition shall submit to the Scientific Secretary of MU-Pleven the following documents in hard and soft copy:

1. an application to the rector of MU-Pleven for admission to participation in the competition;
2. CV in European format, incl. memberships in scientific societies and associations, editorial boards of scientific journals;
3. Master’s degree diploma and the supplements thereto (a notarised copy);
4. a diploma for acquired Doctoral EQD (a notarised copy) on scientific speciality, corresponding to the one for which the competition is opened or its equivalent.
5. a diploma/and a recognized speciality (notarised copy), if any;
6. a certificate for work experience in the respective speciality;
7. a certificate (diploma) for proficiency in a foreign language (if any, a copy);
8. a medical certificate (original);
9. a criminal record certificate (original);
10. a computer literacy certificate (if any, copy);
11. an author's reference to compliance and implementation of minimum national requirements, supported by the necessary evidence;

12. a list of scientific papers, related and unrelated to dissertation (if any) - actually printed publications, reference to citations, impact factor and impact rank (if any);
13. a list of participations in scientific fora and participation in projects;
14. a list of published textbooks and teaching aids (if any);
15. information about teaching load;
16. author's reference for teaching activity;
17. copies of scientific publications.

(3) The deadline for submission of documents for participation in the competition is two months from its notice in the State Gazette.

**Article 59. (1)** Eligible candidates who adhere to legal requirements, including minimum national requirements, and the requirements under Article 56, shall be admitted to take part in the competition.

(2) With the exception of the minimum national requirements, the eligibility to take part in the competition shall be evaluated by a committee appointed by an order of the rector of MU-Pleven, in a 7-day period after the deadline for submission of documents. The committee members feature. The deputy rector in charge of research, the head of the primary structural unit, the Scientific Secretary, the head of department (for whose needs the competition is held), the head of the Human Resources department and a legal advisor with an advisory voice.

(3) The eligibility to take part in a competition, initiated by the research institute of the MU-Pleven, shall be evaluated by a committee appointed by an order of the rector of MU-Pleven, in a 7-day period after the deadline for submission of documents. The committee members feature the deputy rector in charge of research, a deputy director of the Research Institute, the Scientific Secretary, the head of the HR Department and a legal adviser.

**Article 60. (1)** The SP members shall be designated not later than two months from the notice of the competition in the State Gazette.

(2) The scientific panel shall be proposed by DC, through a report by the head of department, together with a reference from the registry for the development of the academic staff of NACID, for each one of the SP members. The SP members shall be selected at the first council meeting of the primary structural unit and shall be approved by the AC. The rector of MU-Pleven shall issue an order to designate the SP members on the basis of the approved decision.

(3) The Scientific Secretary shall send to each SP member a set of documents: an official letter; a copy of the SP order of the rector; Annex No 2 to the Rules of MU-Pleven; a contract with the rector of MU-Pleven and a declaration under Article 2(6)(1)-(4) of these Rules. The signed contract and declaration shall be returned to the Scientific Secretary in a 14-day period.

(4) The competition shall be conducted by SP in a composition of five habilitated persons. At least two of the members are external to the MU-Pleven.

(5) The scientific panel, within 14 days after the deadline for submission of documents, at its first meeting, organized by the head of department, shall assess the compliance with the minimum national requirements, for which it takes a deliberate decision and designates a chairperson of SP, and sets the date of the closing meeting.

(6) Candidates are notified in writing of decisions referred to in the previous paragraph, within 14 days after the decision of SP. The notice to the eligible candidate shall indicate the date, time and place of the competition. The competition is held within one month after sending a notice. Ineligible candidates shall be notified of the reasons for the rejection.

**Article 61. (1)** At the beginning of the closing session, candidates shall make a brief presentation on a topic they have chosen, relevant to the opened competition, and shall reply to questions of the members of the panel.

(2) Each SP member shall evaluate the candidates separately on the basis of fulfillment of the minimum national requirements and the requirements of MU-Pleven. SP also evaluates the results and contributions of each candidate on the basis of materials provided by the candidates.

(3) Each SP member shall evaluate with a positive or negative mark the candidates in the competition.

(4) Not later than 7 days after the competition, the chairperson of the SP shall submit a summary report on the outcome of the competition to the council through the head of the primary structural unit with a proposal for action. The report shall be signed by all SP members.

(5) When more than one candidates are successful in the competition, SP shall make a reasoned proposal for the selection in its report.

**Article 62. (1)** The selection of a chief assistant is within the competence of the respective council of the primary structural unit, in their first meeting after receipt of the proposal of the panel.

(2) The election shall be carried out by open voting and simple majority. At the MU-Pleven, only members of the council of the primary structural unit, which are habilitated persons, and persons, holding a doctoral degree and/or DSc science degree, shall be entitled to take part in the vote.

(3) Within 14 days after the vote, each candidate shall be notified in writing by the HR Department of the outcome of competition and the selection process.

**Article 63. (1)** The selected candidates are issued a certificate and obtain an employment contract from the rector of the MU-Pleven within one month from the notice of their selection.

(2) The transfer from an academic position to the same academic position from another higher education institution can take place without a competition, by a decision of the council of the receiving primary structural unit, endorsed by the AC. The same procedure shall apply to the transfer from the same or equivalent academic position from a foreign higher education institution or scientific organization, recognized and accredited by the foreign competent authorities.

### Section III

#### *Conditions and procedure for appointment in academic position 'associate professor'*

**Article 64. (1)** Candidates for the academic position of associate professor shall meet the following conditions:



1. to hold a doctoral degree, which for the specialities of the regulated professions need to be in the same speciality;
2. to have acquired a speciality in PG studies;
3. for not less than two years:
  - (a) to have held an academic position ‘assistant’, ‘chief assistant’, or
  - (b) to have been lecturers, including part-time, or members of the scientific and research team in the same or in another higher education institution or academic organization, or
  - (c) to have been practitioners and to have demonstrated excellence in their field.
4. to have submitted a published monographic work/habilitation paper or equivalent publications in specialized scientific journals, which do not repeat those submitted for acquisition of a doctoral EQD and a DSc science degree;
5. to have participated in at least one research project;
6. to meet the respective minimum national requirements and the requirements of MU-Pleven.
7. to not have plagiarism in scientific works proven by the statutory procedure.

**Article 65. (1)** The candidates shall submit evidence for fulfillment of the minimum national requirements and of the requirements of these Rules of MU-Pleven, as well as an author's reference for the scientific contributions, supported by relevant evidence.

(2) Persons meeting the conditions of Article 64 shall be eligible to evaluation.

**Article 66. (1)** The appointment in the academic position of an associate professor shall be carried out following a competition and a selection process.

(2) The competition shall be opened, if there is relevant teaching and research workload at MU-Pleven.

(3) The competition for an associate professor at the RI shall be opened, if the RI can ensure the workload for research activities and has available vacancy, which is confirmed by a reasoned proposal of the RI Council via the RI director, justifying the need for such a position for the development of the respective topics of the unit, under the conditions and procedure set out in the Rules of Procedure of the Research Institute at MU-Pleven.

(4) The scientific and teaching activity at MU-Pleven includes classroom and extracurricular workload in accordance with the norms of MU-Pleven, as well as research activity.

(5) The competition shall be announced in the State Gazette, on the website of MU-Pleven. Information about the competition is sent also to NACID, for publication not later than 7 days after the AC decision for opening the competition.

(6) The deadline for submission of documents for participation in the competition is two months from the notice in the State Gazette.

**Article 67. (1)** The candidates for participation in the opened competition shall submit to the Scientific Secretary of MU-Pleven in hard and soft copy the following documents:

1. Application to the rector of MU-Pleven for participation in the competition;

2. Curriculum Vitae in European format, incl. memberships in scientific societies and associations, editorial boards of scientific publications; scientific panels;
3. Master's degree diploma (a notarised copy);
4. Doctoral degree diploma (a notarised copy), a science degree, relevant to the opened competition;
5. Certificate of recognised speciality (a notarised copy);
6. Certificate of work experience in the respective speciality;
7. Certificate of proficiency in a foreign language (if any, copy);
8. Medical certificate (original) and a clean mental health record;
9. Criminal record certificate (original);
10. Computer literacy certificate (if any, copy);
11. Author's reference in line with the minimum national requirements, supported by the necessary evidence;
12. List of scientific works - monographs and publications in full text, complying with the annexes to these Rules;
13. Official reference for the cited and author's reference and/or reviews in scientific journals;
14. Official reference for impact factor and impact rank;
15. List of participation in research projects;
16. List of participation in scientific fora in Bulgaria and abroad;
17. Author's reference for contributions to scientific works;
18. List of published textbooks and study aids;
19. Official reference for teaching load;
20. Author's reference for teaching activity;
21. Copies of published scientific papers;
22. Summaries of the published full-text scientific papers in electronic version.

(2) Candidates who meet the minimum national requirements and the requirements of MU-Pleven shall be eligible to take part in the competition.

1. A committee appointed by an order of the rector of MU-Pleven shall assess the eligibility of candidates to participate in the competition, with the exception of the minimum national requirements, in a 7-day period after the deadline for submission of documents. The committee includes the Deputy rector in charge of research, the head of the primary structural unit, the Scientific Secretary, the head of department (for whose needs the competition is held), the head of the Human Resources Department (HR Department) and a legal adviser (with advisory vote).

2. A committee appointed by an order of the rector of the MU-Pleven shall assess the eligibility of candidates to participate in a competition initiated by the RI of the MU-Pleven, in a 7-day period after the deadline for submission of documents. The committee members shall include the deputy rector in charge of research, the RI deputy director, the Scientific Secretary, the head of the HR Department and a legal adviser.

**Article 68. (1)** The competition shall be conducted by a 7-member SP. At least three of the members of the panel are external to MU-Pleven, at least three are professors.

(2) The SP members shall be designated not later than two months from the notice of the competition in the State Gazette.

(3) SP shall be proposed by the DC, through a report by the head of department, together with a reference from the registry for the development of the academic staff of NACID, for each one of the SP members. The SP members shall be selected at the first council of the primary structural unit and approved by the AC. The rector of MU-Pleven shall issue an order to designate the SP members on the basis of the approved decision.

(4) The Scientific Secretary shall send to each SP member a set of documents: an official letter; a copy of the SP order of the rector; Annex No 2 of the Rules of MU-Pleven; contract with the rector of MU-Pleven and a declaration under Article 2(6)(1)-(4) of these Rules. The signed contract and declaration shall be returned to the Scientific Secretary in a 14-day period.

(5) The first meeting of SP, organized by the head of the department within 14 days from the deadline for submission of documents, shall determine a chairperson of SP, internal to the MU-Pleven, two reviewers, with at least one being external to the MU-Pleven and at least one being a professor, and date of the closing session. Candidates meeting the minimum national requirements shall be admitted to take part in the competition for associate professor, whereof the panel shall make a deliberate decision at its first meeting.

(6) Candidates shall be notified in writing of the SP decisions within 7 days after the first meeting of SP. Ineligible candidates shall be provided with the reasoning behind the rejection.

(7) The SP members shall prepare reviews and opinions, which shall end with a positive or negative conclusion on the selection of the candidate. They shall be submitted in hard and soft copy to the Scientific Secretary of MU-Pleven within two months from their designation as SP members at the first meeting.

**Article 69. (1)** SP shall evaluate the candidates for appointment in the academic position of associate professor in respect of the fulfillment of the conditions under Article 64 and in accordance with the documents submitted by the candidate under Article 67(1) of these Rules.

(2) Where more than one candidates have equal conditions under paragraph 1, SP shall take into account the overall score, obtained by evaluation of the following additional indicators, applicable to the respective area:

1. related to the educational activity;

(a) classroom and extracurricular activities; innovations in methods of teaching;

(b) work with students and doctoral students, extracurricular activities, including joint work with students and doctoral students in research projects;

2. related to the research activity;

(a) membership in a professional organization in the relevant scientific field;

(b) outputs of scientific research put into practice; inventions and other products of intellectual property.

**Article 70. (1)** The competition and the selection shall be carried out under the procedure set out in ASDRBA, RIASDRBA and these Rules of MU-Pleven.

(2) Within one month before the closing session of SP, MU-Pleven shall publish on its website summaries prepared by candidates of published scientific works in defence of the doctoral dissertation, and reviews and opinions of members of the panel, including and the decision of SP, on the presence or absence of plagiarism (in the presence of motivated signal). The materials are published in Bulgarian language and in one of the languages used in the relevant speciality.

(3) SP shall hold the competition within 6 months from the notice in the State Gazette and NACID.

(4) At the beginning of the closing session of SP, candidates shall make a brief presentation on a topic they have chosen, relevant to the opened competition, and reply to comments, mentioned in the reviews and opinions, and to questions from SP members.

(5) SP shall rank the candidates by open voting and propose them for approval by the council of the primary structural unit and endorsement by the AC. The proposal to the council is prepared by the SP chairperson and signed by all members in a 7-day period from the closing session.

(6) The council of the primary structural unit shall take a decision for selection of an associate professor on the proposal of the SP. The selection is made by open voting, by simple majority. Only members of the council who are habilitated persons and holders of a doctoral EQD and/or DSc science degree shall take part in the vote.

(7) The council of the primary structural unit can make a reasoned decision to dismiss the proposal of the scientific panel for the ranking of candidates on the basis of statements made. In the event of a negative decision, the Council shall return the SP documents for a new ranking. In case of a positive decision, the selection is approved by the AC. Where the SP fails to approve the selection, a new competition shall be opened.

(8) Within 14 days after the approval of the selection, each of the unsuccessful candidates eligible to participate in the competition shall be notified in writing of the outcome.

(9) The selected associate professor shall give a public academic lecture to the academic community of the MU-Pleven within one year from the appointment.

**Article 71.** (1) The employment relationship between MU-Pleven and winner in the competition shall come into effect from the day of approval of the selection by the AC, reflected in an order of the rector. Within one month from the approval of the appointment, a diploma shall be issued and an employment contract shall be concluded.

(2) The transfer from an academic position to the same academic position at another higher education institution can take place also without competition, with an appointment based on a decision of the council of receiving primary structural unit, endorsed by the AC. The same procedure shall apply to the transfer from the same or equivalent academic position from a foreign higher education institution or scientific organization recognized and accredited by foreign competent authorities.

#### **Section IV**

#### ***Conditions and procedure for appointment in academic position 'professor'***

**Article 72. (1)** Candidates for appointment in the academic position of a professor shall meet the following conditions:

1. to have acquired a doctoral degree;
2. to have occupied the academic position of associate professor at the same or in another higher education institution or scientific organization for not less than two years or not more than five years:
  - (a) to have been lecturers, including part-time, or members of a research team at the same or in another higher education institution or academic organization, or
  - (b) to have been practitioners and to have demonstrated excellence in their field;
3. to have acquired a speciality in PG studies;
4. to have obtained the science degree of Doctor of Sciences or to have submitted a published habilitation/monograph work for participation in the competition or equivalent publications in specialized scientific journals, which shall not repeat those presented for acquisition of a doctoral EQD, a DSc science degree and for appointment in the academic position of associate professor;
5. to have presented other original research works, publications, inventions and other scientific and applied-science developments, which are evaluated as a whole;
6. to have participated in at least 2 research projects;
7. to have been dissertation supervisors of at least 2 doctoral students, of which 1 who has defended the thesis.
8. to meet the minimum national requirements and the requirements of MU-Pleven in accordance with the annexes to these Rules;
9. not to have plagiarism in the scientific works proven by the statutory order.

(2) If the candidates have not occupied the academic position of associate professor, they need to submit another published habilitation/monographic work or equivalent publications in specialized scientific journals, which cannot repeat those submitted for acquisition of a doctoral EQD and a science degree of Doctor of Sciences.

(3) The candidates shall submit an author's reference for fulfillment of the minimum national requirements, the requirements of MU-Pleven, as well as an author's reference for the original scientific contributions, supporting it by relevant evidence.

**Article 73. (1)** The decision to open the competition shall be taken by the AC of MU-Pleven.

(2) The competition shall be opened, if the teaching and research workload set out in the Rules of the MU-Pleven can be ensured.

(3) The competition for the position of professor in the RI shall be opened, if the workload for research activities can be ensured and there is a vacancy, which is confirmed by a reasoned proposal of the RI Council via the RI director, containing justification of the necessity of such office for development of relevant topics of the unit, under the conditions and procedure stipulated in the Rules of Procedure of the RI at the MU-Pleven.

(4) The competition shall be announced in the State Gazette and on the website of the MU-Pleven. Information about the competition shall be sent also to NACID for publication not later than 7 days after the AC decision to open the competition.

(5) The deadline for submission of documents for participation in the competition is two months from the notice in the State Gazette.

**Article 74. (1)** The candidates for participation in the opened competition shall submit to the Scientific Secretary of MU-Pleven the following documents:

1. Application to the rector of the MU-Pleven for admission to participation in the competition;
2. Curriculum Vitae in European format, incl. memberships in scientific societies and associations, editorial boards of scientific publications; scientific panels;
3. Master's degree diploma and supplements thereto (a notarised copy);
4. Diploma for Doctoral EQD, diploma for DSc science degree (a notarised copy);
5. Certificate of recognised speciality (a notarised copy);
6. Certificate of work experience in the respective speciality,
7. Certificate of proficiency in a foreign language (if any, copy);
8. Medical certificate (original) and a clean mental health record;
9. Certificate of criminal record (original);
10. Computer literacy certificate (if any, copy);
11. Author's reference in line with the minimum national requirements, supported by the necessary evidence;
12. List of scientific works - monographs and publications in full text, corresponding to the annexes to these Rules;
13. Official reference for citations and/or author's reference for reviews in scientific journals;
14. Official reference for impact factor and impact rank;
15. List of participation in research projects;
16. Author's reference for the contributions of the scientific works;
17. List of participation in scientific fora in Bulgaria and abroad;
18. List of published textbooks and teaching aids;
19. Official reference for teaching load;
20. Author's reference for scientific and teaching activity, incl. supervision of doctoral students with attached copies of EQD diploma or enrollment order;
21. Copies of scientific papers.
22. Summaries of the published full-text scientific papers in electronic version.

(2) Candidates who conform to legal requirements, including minimum national requirements, and the requirements under Article 72 of these Rules shall be eligible to take part in the competition.

1. A committee appointed by an order of the rector of MU-Pleven shall assess the eligibility of candidates to participate in the competition, with the exception of the minimum national requirements, in a 7-day period after the deadline for submission of documents. The committee includes the deputy rector in charge of research, the head of the primary structural unit, the Scientific Secretary, the head of department (for whose needs the competition is held),

the head of the Human Resources Department (HR Department) and a legal adviser (with advisory vote).

2. A committee appointed by an order of the rector of the MU-Pleven shall assess the eligibility of candidates to participate in a competition initiated by the RI of the MU-Pleven, in a 7-day period after the deadline for submission of documents. The committee members shall include the deputy rector in charge of research, the RI deputy director, the Scientific Secretary, the head of the HR Department and a legal adviser.

**Article 75. (1)** The scientific panel shall consist of seven members - at least four of them being professors and at least three being external to MU-Pleven. They shall draft three reviews and four opinions.

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

(3) SP shall be proposed by the DC, through a report by the head of department, together with a reference from the registry for the development of the academic staff of NACID, for each one of the SP members. The SP members shall be selected at the first council of the primary structural unit and approved by the AC. The rector of MU-Pleven shall issue an order to designate the SP members on the basis of the approved decision.

(4) The Scientific Secretary shall send to each SP member a set of documents: an official letter; a copy of the SP order of the rector; Annex No 2 of these Rules of MU-Pleven; a contract with the rector of MU-Pleven and a declaration under Article 2(6)(1)-(4) of these Rules. The signed contract and declaration shall be returned to the Scientific Secretary in a 14-day period.

(5) The first meeting of SP, organized by the head of the department within 14 days from the deadline for submission of documents, shall determine a chairperson of SP, internal to the MU-Pleven, three reviewers, with at least one being external to the MU-Pleven and at least two being professors, and date of the closing session. Candidates meeting the minimum national requirements shall be admitted to take part in the competition for professor, whereof the panel shall make a deliberate decision at its first meeting.

(6) Candidates shall be notified in writing of the SP decisions within 7 days after the first meeting of SP. Ineligible candidates shall be provided with the reasoning behind the rejection.

(7) The SP members shall prepare reviews and opinions, which shall end with a positive or negative conclusion on the selection of the candidate. They shall be submitted in hard and soft copy to the Scientific Secretary of MU-Pleven within two months from their designation as SP members at the first meeting.

**Article 76. (1)** Where more than one candidates have equal conditions, SP shall take into account the overall score, obtained by evaluation of the following additional indicators, applicable to the respective area:

1. related to the educational activity:

- (a) classroom and extracurricular activities – sharing experience in teaching and courses and providing consultancy to colleagues; speciality teaching in a foreign language;
- (b) work with students, doctoral students, etc., appointed to teach at MU-Pleven;

2. related to the research activity:

- (a) management of research projects; creation of a scientific group of lecturers; membership in a professional organization in the relevant scientific field; authoritative reviews; opening new avenues in science; establishment of a scientific school; lectures at foreign universities;

(b) outputs of scientific research put into practice; inventions and rationalizations.

**Article 77. (1)** The appointment in the academic position of professor shall be carried out on the basis of a competition and selection under the procedure set out in ASDRBA, RIASDRBA and these Rules.

(2) Within one month before the closing session of SP, MU-Pleven shall publish on its website summaries prepared by candidates of published scientific works in defence of their works as associate professors and DSc, and reviews and opinions of members of the panel, including and the decision of SP, on the presence or absence of plagiarism (in the presence of motivated signal). The materials are published in Bulgarian language and in one of the languages used in the relevant speciality.

(3) SP shall hold the competition within 7 months from the notice in the State Gazette and NACID.

(4) SP shall rank the candidates by open voting and propose them for approval by the council of the primary structural unit and endorsement by the AC. The proposal to the council is prepared by the SP chairperson and signed by all members in a 7-day period.

(5) The council of the primary structural unit can make a reasoned decision to dismiss the proposal of the scientific panel for the ranking of candidates on the basis of statements made. In the event of a negative decision, the Council shall return the SP documents for a new ranking. In case of a positive decision, the selection is approved by the AC. Where the SP fails to approve the selection, a new competition shall be opened.

(6) The council of the primary structural unit shall take a decision for selection of a professor on the proposal of the SP. The selection is made by open voting, by simple majority. The council can rule on procedures for appointment in the position of a professor only if one-third of its voting members hold the academic position of professor or the DSc science degree.

(7) In the selection of a professor, the members of the council of the primary structural unit, for the purposes of the selection, must include members of the respective faculty, occupying the academic position 'professor' or holding a DSc science degree.

(8) When unable to fulfil the conditions of paragraph 6, and in the case of paragraph 7, members of other primary units of MU-Pleven who hold the position of a professor may be invited to participate in the specific procedure for appointment in the academic position of professor, along with external members meeting the requirements of paragraph 6 of these Rules.

(9) Within 14 days after the approval of the selection, each of the unsuccessful candidates eligible to participate in the competition shall be notified in writing of the outcome.

(10) The selected professor shall give a public academic lecture to the academic community of the MU-Pleven within one year from the appointment.

**Article 78. (1)** The employment relationship between MU-Pleven and winner in the competition shall come into effect from the day of approval of the selection by the AC, reflected in an order of the rector. Within one month from the approval of the appointment, a diploma shall be issued and an employment contract shall be concluded.

(2) The transfer from an academic position to the same academic position at another higher education institution can take place also without competition, with an appointment based on a decision of the council of receiving primary structural unit, endorsed by the AC. The same procedure shall apply to the transfer from the same or equivalent academic position from a



foreign higher education institution or scientific organization recognized and accredited by foreign competent authorities.

## Chapter four

### APPOINTMENT IN NON-ACADEMIC POSITIONS AT MU-PLEVEN

#### *Selection of a part-time lecturer (professor, associate professor and assistant)*

**Article 79. (1)** If necessary, MU-Pleven shall invite part-time lecturers, upon a decision of the council of the primary structural unit and/or the AC.

**(2)** The appointment of part-time lecturers shall be allowed if all permanent research and teaching staff in relevant academic discipline have full teaching workload in the respective academic year.

**(3)** A part-time lecturer at the University may be a professor from another university, a research fellow or senior research fellow of a research institute, a person with a recognized degree in the relevant discipline, and a retired university professor.

**(4)** The Department Council, the LSTD council of and the college council shall hold a meeting to discuss the proposal for a part-time lecturer, his/her professional background and to take a decision.

**Article 80.** The part-time lecturers for the needs of the faculties at MU-Pleven shall be selected by the FC of the faculty, on the proposal of the Department Council, by open voting and simple majority. The selection for LSTD and the College shall be within the competence of the AC.

**Article 81.** The selection of part-time lecturers shall be held at the beginning of each academic year (as an exception at the beginning of the second term).

#### *Appointment in the position of 'lecturer'*

**Article 82.** MU-Pleven shall appoint lecturers of Bulgarian language, foreign languages, sports, clinical practice and other lecturers.

**Article 83. (1)** The lecturers shall be appointed by the rector of MU-Pleven following a competition upon the proposal of the LSTD director, the director of MC or head of department, approved by the respective dean.

**(2)** The decision to open the competition shall be taken at an AC meeting at the proposal of the head of the respective primary structural unit.

**(3)** The competition shall be announced in a local daily newspaper.

**Article 84. (1)** The candidates for the competition shall submit to MU-Pleven the following documents:

1. Application to the rector for admission to participation in the competition;

2. Curriculum vitae based on the European format;
3. Diploma of higher education (a notarised copy);
4. Certificate of work experience in the speciality;
5. Certificate (diploma) for proficiency in a foreign language (if any, copy);
6. Computer literacy certificate (if any);
7. Medical certificate (original);
8. Certificate of criminal record (original);
9. Other documents, related to the position.

(2) The deadline for submission of documents for participation in the competition is one month from the publication of the notice.

**Article 85. (1)** The competition shall be conducted by a committee appointed by an order of the rector of MU-Pleven.

(2) In a 7-day period after the holding of the competition, the chairperson of the committee shall submit a report to the rector on the outcome.

(3) The employment relationship between MU-Pleven and the winner in the competition shall be governed by the Labour Code.

#### ***Appointment in the position of researcher at the Research Institute***

**Article 86. (1)** The MU-Pleven shall appoint researchers to carry out scientific and research activities at the RI, who are involved in fundamental and applied scientific research in biomedical, medico-clinical and medico-social scientific fields, to solve specific research tasks.

(2) Researchers shall be appointed by the rector of MU-Pleven upon a motivated proposal of the director of the Research Institute.

(3) The legal relationship between MU-Pleven and the researcher shall be governed by the Labour Code or the Obligations and Contracts Act, for the term of performance of the research task.

#### ***Appointment in the position of visiting lecturer***

**Article 87. (1)** By decision of the council of the primary structural unit, endorsed by the AC, scholars and professors from the country and abroad shall be invited for scientific lecturing activity for a certain period as visiting lecturers.

(2) The appointment of visiting lecturers shall be carried out without competition.

(3) The relationship of a visiting lecturer with the higher education institution shall be governed by a contract for a period not more than one year, which may be extended.

(4) Outstanding practitioners can be invited by a decision of the relevant council of primary structural unit in need of teaching and/or research staff at the MU-Pleven.

## Chapter five

### ACADEMIC STAFF DEVELOPMENT COMMISSION

**Article 88.** The Academic Staff Development Commission (ASDC) of the Academic Council of MU-Pleven shall perform controls and other functions, which are related to:

1. Consideration of motivated complaints on procedural violations in the conduct of competitions for acquisition of science degrees and appointment in academic positions at the MU-Pleven;
2. Other activities associated with the implementation of ASDRBA and RIASDRBA;
3. Recognition of doctoral degrees and DSc science degrees acquired abroad under Article 14 of these Rules, in conjunction with Article 7(1), sentence one from the Ordinance on state requirements for recognition of higher education and completed periods of training acquired in foreign higher education institutions (last amended and supplemented SG No 28 of 5 April 2019) for cases of necessity of access to further training in the system of higher education or training for improvement of qualification and doctoral studies;
4. Recognition of academic positions held at other higher education institutions and/or related research organizations, other than the MU-Pleven, outside the hypotheses of Article 63(2), Article 71(2), Article 78(2) of these Rules.

**Article 89.** The main criteria for the implementation of the ASDC control functions are:

1. Provision of optimal conditions for the priority development of MU-Pleven, as a leading educational and research centre in the Republic of Bulgaria;
2. Fulfilment of the indicators and criteria for academic staff development in accordance with ASDRBA, RIASDRBA and these Rules at MU-Pleven.

**Article 90. (1)** ASDC shall consist of a chairperson, members and a technical secretary.

**(2)** The chairperson of ASDC is the rector of MU-Pleven.

**(3)** ASDC members for recognition of academic positions held outside the MU-Pleven are: the deputy rector in charge of research, the RI deputy director, deans of faculties, the director of MC, the Scientific Secretary, the head of HR Department, a member of the Board of Trustees of MU-Pleven.

**(4)** The ASDC members for recognition of science degrees acquired abroad are: deputy rectors, the RI deputy director, the Scientific Secretary, a member of the Board of Trustees and the head of department, a specialist in the respective scientific speciality for each specific case of recognition.

**(5)** The mandate of the ASDC members coincides with the mandate of the rector of MU-Pleven.

## Chapter six

### FINANCING OF PROCEDURES FOR DEFENCE OF SCIENCE DEGREES AND APPOINTMENT IN ACADEMIC POSITIONS AT MU-PLEVEN

**Article 91. (1)** The financial expenses for the members of the scientific panel shall be approved as per an order of the rector of MU-Pleven and shall cover travel, per diem and accommodation costs.

**(2)** MU-Pleven shall bear the expenses of external habilitated persons for participation in the preliminary discussion (pre-defence).

**Article 92. (1)** When defending their dissertation, every doctoral student shall have the right to one-off cost reimbursement, related to the payment of SP members, by the MU-Pleven.

**(2)** MU-Pleven shall not bear the cost for internal defence (pre-defence) of doctoral students and for the invitation of external persons to the Department Council.

**(3)** MU-Pleven shall not bear the costs for defence of doctoral students in self-organised learning who have a primary employment contract outside MU-Pleven and the university hospitals.

**Article 93. (1)** Every member of the teaching staff of MU-Pleven applying for appointment in the academic positions associate of associate professor and professor at MU-Pleven has the right to one-off cost reimbursement, related to the payment of the scientific panel members.

**(2)** At the discretion of AC, candidates for the academic positions of associate professor and professor at MU-Pleven from other universities or research organizations, shall bear the costs for the payment of SP members.

**Article 94.** The annual fee for doctoral students from other universities and/or abroad shall be set out by Decision of the AC of MU-Pleven, together with an administrative fee for service.

## **ADDITIONAL PROVISIONS**

**§1.** Within the meaning of the Rules, ‘external members’ are persons who as of the approval of the scientific panel or at least five years before this date have not been involved in teaching or scientific activity in employment relationship with higher education institution or scientific organization.

**§ 2.** The professional fields and scientific areas within the meaning of the Rules are defined as the fields of higher education and professional fields identified by Classification of areas of higher education and professional fields, adopted by Council of Ministers Decree No 125 of 2002.

**§ 3.** In cases which fall outside the scope of these Rules, ASDRBA and RIASDRBA, the Labour Code and the Higher Education Act, the Healthcare Facilities Act, the Health Act, the Rules of Procedure of MU-Pleven, the Rules of Procedure of the Research Institute of MU-Pleven, as well as and other existing relevant legal acts shall apply.

**§ 4.** Where the teaching, scientific and research activities of MU-Pleven need further resources, the requirements and conditions stipulated in these Rules and annexes thereto can be changed by deliberate decisions within the competence of collective bodies of management of the University, on a reasoned proposal of the rector of MU-Pleven or a deputy rector in charge

of research, taken by open voting, in line with the requirements of ASDRBA, RIASDRBA and HEA.

§ 5. In case of discrepancy between the decisions of SP, the Scientific Council and/or Academic/College Council, related to the conduct of a competition for appointment in academic positions, interested persons and institutions have the right to submit a complaint to the Minister of Education and Science, under a procedure set out in ASDRBA.

## **TRANSITIONAL AND FINAL PROVISIONS**

§ 6. These Rules were adopted at a meeting of the AC (Minutes No 14 of 29.10.2019)

§ 7. Amendments and supplements to the annexes to the Rules of MU-Pleven are in force as from 5 March 2019 and comply with Decree No 26/13.02.2019 amending and supplementing RIASDRBA (SG 75 of 30.01.2006).

§ 8. With the entry into force, these Rules revoke the Rules for admission and training of doctoral students at MU-Pleven (adopted at an AC meeting with minutes No 12 of 30.01.2006).

§ 9. Procedures opened before the entry into force (04.05.2018) of the Law amending and supplementing ASDRBA, prom. SG No 30 of 03.04.2018 and pending until the entry into force of these Rules, shall be governed by the Rules for Development of the Academic Staff of MU-Pleven (last amended and supplemented on 25.09.2017), which shall be effective until the closure of the last procedure.

§10 Amendments and supplements to the Rules shall be introduced under the relevant procedures and enter into force from the date of adopting them, last amended and supplemented at a meeting of the AC (Minutes No 28 of 27.07.2020).

**ANNEX No 1**

**MINIMUM NATIONAL REQUIREMENTS FOR SCIENTIFIC AND TEACHING ACTIVITY OF CANDIDATES TO ACQUIRE A SCIENCE DEGREE AND FOR APPOINTMENT IN THE ACADEMIC POSITIONS OF CHIEF ASSISTANT, ASSOCIATE PROFESSOR AND PROFESSOR**

*The compliance with the minimum national requirements is only a condition for admission to participation in the procedures under the ASDRBA.*

The minimum national requirements are a set of requirements, each of them having a numerical value of one or several objectively measurable indicators, related to the respective field of higher education and professional field.

**Field of higher education 4. NATURAL SCIENCES, MATHEMATICS AND INFORMATICS**

Professional field 4.1. Physical sciences 4.2. Chemical sciences 4.3. Biological sciences 4.4. Earth sciences 4.5. Mathematics 4.6. Informatics and computer science			Minimum sum total of points for the respective science degree or academic position				
Group indicators	Indicator	Formula/points	Doctor	DSc	Chief Assistant	Associate Professor	Professor
A	1. Dissertation for award of doctoral EQD	50	50	50	50	50	50
B	2. Dissertation for award of DSc science degree	100	-	100	-	-	-
C	3. Habilitation paper - monograph, or	100	-	-	-	100	100
	4. Habilitation paper - scientific publications in journals peer reviewed and indexed in world renowned databases with scientific information (only Scopus and Web of Science)*	25 for publ. in Q1 20 for publ. in Q2 15 for publ. in Q3 12 for publ. in Q4 10 for publ. in edition with SJR without IF 6 for other # publ.					
	5. Published monograph, not presented as the main habilitation work	30					

D	6. Published book (with ISBN) on the basis of a defended dissertation for the award of a doctoral degree or a DSc science degree	20	30	100	-	200	200
	7. Scientific publication in journals peer reviewed and indexed in world renowned databases with scientific information (only Scopus and Web of Science)*	25 for publ. in Q1 20 for publ. in Q2 15 for publ. in Q3 12 for publ. in Q4 10 for publ. in edition with SJR without IF 6 for other # publ					
	8. Published chapter of a book or collective monograph	15					
	9. Invention, patent or utility model, for which protection documents are duly issued	25					
	10. Published application for patent or utility model	15					
E	11. Citations in scientific journals, monographs, collective volumes, and patents, peer reviewed and indexed in world renowned databases with scientific information (only Scopus and Web of Science) *	2 1 in other # publ.	-	100	-	50	100
	12. Acquired DSc science degree	75					
	13. Management of a successfully defended doctoral student (n is the number of co-supervisors of the respective doctoral student)	50/n **					
	14. Participation in a national scientific or educational project	10					
	15. Participation in an international scientific or educational project	20					
F	16. Management of a national scientific or educational project	20	-	-	-	-	150 (100 for PF 4.5 and

17. Management of a Bulgarian team in an international scientific or educational project	50						PF 4.6)
18. Fund-raising for projects, led by candidate	1 point for every BGN 5,000						
19. Published university textbook or textbook used in schooling n = number of authors	40/n						
20. Published university educational tool or learning aid, used in schooling n = number of authors	20/n						

Only for PF 4.1 PF 4.2 and PF 4.3, quartiles Q1, Q2, Q3 and Q4 are used in accordance with the metric Scientific Journal Rankings (SJR; <https://www.scimagojr.com/>). When counting a publication in a journal, which appears for the respective year both in the quartiles of Journal Citation Reports (JCR; Web of Science) and in the quartiles of SPR, the higher of these quartiles are used.

\*\*There is no division of the number of co-supervisors of a doctoral student, if they are from different scientific fields.

# Only PF 4.5 and PF 4.6 grant points for "other" scientific publications (for indicators B4 and G7), which need to be peer reviewed and indexed in at least one of these databases with scientific information: Zentralblatt, MathSciNet, ACM Digital Library, IEEE Xplore and AIS eLibrary.

When counting publications with more than 30 (thirty) co-authors, the candidate must have proven significant contribution. Lead contribution to a scientific publication is proven in at least one of the following ways: (1) the candidate is first in the list of co-authors, (2) the candidate is indicated in the publication as an author for correspondence, (3) the candidate has submitted a letter from the author for correspondence of the article or by the publicly announced head of the research team, who has prepared the publication, which certifies the specific significant contribution of the candidate in this publication. The availability of letters certifying significant contribution in articles with more than thirty co-authors is checked in the procedure for checking the eligibility of candidates. The correspondence between the content of the letter and the content of the respective publication shall be certified in writing in the reviews and opinions of the members of the scientific panel.



**Field of higher education 7. HEALTH AND SPORTS**

Professional field 7.1. Medicine 7.3. Pharmacy 7.4. Public health 7.5. Medical care 7.6. Sports			Minimum sum total of points for the respective science degree or academic position				
Group indicators	Indicator	Formula/points	Doctor	DSc	Chief Assistant	Associate Professor	Professor
A	1. Dissertation for award of doctoral EQD	50	50	50	50	50	50
B	2. Dissertation work for award of DSc science degree	100	-	100	-	-	-
C	3. Habilitation work - monograph, or	100	-	-	-	100	100
	4. Habilitation work, in the form of scientific publications ( <b>not fewer than 10</b> ) in the journals peer reviewed and indexed in world renowned databases with scientific information (Scopus and Web of Science); n = number of authors	60/n for each publication					
D	5. Published monograph, which is not presented as a major habilitation work	100	30	100	-	200 (160 for PF 7. 6)	200 (180 for PF 7. 6)
	6. Published book (with ISBN) on the basis of a defended dissertation for award of doctoral EQD or a DSc science degree	40					
	7. Publications and reports, published in scientific journals, peer-reviewed and indexed in world renowned database data with scientific information (Scopus and Web of Science) n = number of authors	60/n or ratios IE on the basis of minutes for the input					
	8. Publications and reports, published in non peer reviewed journals with scientific review or in edited collective volumes n = number of authors	30/n or ratios IE on the basis of minutes for the input					
	9. Published chapter of a collective monograph, n = number of authors	20/n					

E	10. Citations and reviews in scientific journals, peer-reviewed and indexed in world renowned databases with scientific information or in monographs and collective volumes (Scopus and Web of Science)	15	-	100	-	50	100
	11. Citation in monographs and collective volumes with scientific review	10					
	12. Citation or review in non- peer - reviewed journals with scientific review	5					
F	13. Acquired science degree of Doctor of Sciences	40					
	14. Management of a successfully defended doctoral student (n is the number of supervisors of the respective doctoral student)	40/n *					
	15. Acquired medical speciality	40					
	16. Participation in a national scientific or educational project	15					
	17. Participation in an international scientific or educational project	20					
	18. Management of a national scientific or educational project	30	-	-	-	-	100 (80 for PF 7.6)
	19. Management of an international scientific or educational project	40					
	20. Published university textbook or textbook used in schooling	40/n					
	21. Published university educational tool or learning aid used in schooling	20/n					
	22. Training of interns, postgraduates and doctoral students (seminars and practical classes)	30					
	23 Awards in national sports competitions (for PF 7.6. Sport)	10					
	24 Awards in international sports competitions (for PF 7.6. Sport)	20					

**ANNEX No 2****CRITERIA AND INDICATORS FOR EVALUATION BY THE SCIENTIFIC PANEL  
IN COMPETITIONS FOR AWARD OF SCIENCE DEGREES AND APPOINTMENT  
IN ACADEMIC POSITIONS AT MU-PLEVEN****GENERAL PROVISIONS**

*Candidates for acquisition of a science degree and for appointment in the academic positions of chief assistant, associate professor and professor must meet the minimum national requirements set out in ASDRBA and RIASDRBA and the mandatory requirements of MU-Pleven as per Annex No 2 to these Rules.*

The evaluation of candidates to acquire a science degree and to hold the academic positions of chief assistant, associate professor or professor at MU-Pleven is complex, including their scientific, educational and teaching and diagnostic and treatment activity.

**I. The scientific activity** is evaluated on the basis of objective scientometric indicators:

1. dissertations;
2. number of author's monographs;
3. number of publications in scientific journals peer-reviewed and indexed in world renowned databases with scientific information (Scopus and Web of Science, and the list of Bulgarian peer reviewed and indexed journals of NACID);
4. number of publications published in non-peer-reviewed journals with scientific peer review or published in edited collective volumes, (only included in the national reference list of contemporary Bulgarian editions of scientific peer review of NACID);
5. number of chapters from books and/or collective monographs;
6. impact factor and/or impact rank (SCImagoJournalRank (SJR))
7. number of citations without self-citations in scientific journals peer-reviewed and indexed in world renowned databases (Scopus and Web of Science);
8. number of citations without self-citations in scientific non-peer-reviewed journals with scientific review;
9. number of citations without self-citations in monographs and collective volumes with scientific review (without citations in dissertations);
10. number of reviews in scientific journals peer-reviewed and indexed in world renowned databases (Scopus and Web of Science);
11. number of reviews in scientific non-peer-reviewed journals with scientific review;
12. number of national and/or international research projects led by the candidate;
13. number of national and/or international research projects, in which the candidate is a member;
14. number of international and/or national patents;
15. number of participations in scientific fora in Bulgaria and abroad;
16. received national or international awards, associated with the scientific achievements of the candidate;
17. number of participations in scientific and/or organizational committees of scientific fora in Bulgaria and abroad;

18. participation as an editor or as a member of the editorial team in scientific publications;
19. membership in national and international scientific societies and research networks, including in their management.

The publisher can issue a certificate to ascertain the publication of articles, overviews, monographs, etc. accepted for print which cannot be over 10% of the total number of publications. The lists of scientific outputs must refer to ISSN or ISBN of the editions. Publication overviews cannot be over 10% of the total number of publications.

Impact factor and/or impact rank (SCImagoJournalRank (SJR) give preference to candidates with equal scores. The reviewer must report significance and relevance of scientific and applied science inputs, authored by the candidate (or a team led by him/her) - innovations in science, further development and enrichment of existing knowledge, theories and methods, confirmatory results.

**II. Educational and teaching activities** are evaluated on the basis of indicators, which reflect measurable academic outputs in teaching, such as:

1. academic workload with seminars and/or lectures to students, classes with residents, working with student workshop and seminars with doctoral students for the past 3 years, incl. participation in foreign language training. The hourly workload is reported according to the norms of MU-Pleven;
2. number of doctoral EQD dissertations defended under the supervision of the candidate;
3. number of published textbooks, including e-textbooks;
4. number of issued teaching aids;
5. number of national and/or international educational projects led by the candidate;
6. number of national and/or international educational projects, in which the candidate is a member;
7. lectures as a visiting lecturer in the country and abroad;
8. number of new lecture courses introduced, development of curricula, tests and etc.;
9. participation in examination committees (semester, graduation exams, exams for speciality, exams of doctoral students).

**III. Diagnostic and treatment activity** is assessed on the basis of indicators, which reflect measurable outputs in diagnostic and therapeutic activities:

1. acquired speciality/ies under PG studies;

**2. for the surgical specialties:**

- (a) performed operative interventions from the nomenclature of the speciality for the last 3 years (the reference is signed by the head of the unit and the executive director of the hospital);
- (b) mastered and put into practice new surgical methods with a very high and high degree of complexity by him/her in person.

**3. for the therapeutic specialties:**

- (a) highly specialized activities carried out (FGS, FCS, FBS, coronary angiography, stenting, functional tests, imaging diagnostics, other interventional methods) of the nomenclature of the speciality for the past 3 years (the report is signed by the head of unit and executive director of the hospital);

(b) new diagnostic and treatment methods mastered and introduced by him/her in clinical practice.

The reviewer must report on:

- (a) what part of the operative workload in the speciality involves surgical practice of the candidate;
- (b) complexity of the surgical techniques and methodologies applied by the candidate (according to the Medical Standards in the speciality);
- (c) modern highly specialized and unique techniques and methods of diagnosis and treatment used by the candidate.

## REQUIREMENTS FOR ACQUISITION OF SCIENCE DEGREE AND APPOINTMENT IN ACADEMIC POSITIONS AT MU-PLEVEN

**The requirements of MU-Pleven are based on the minimum national requirements set out in Annex 1.**

**The required sum total of points for the respective science degrees or academic positions is not different from the relevant national minimum of sum total.**

### **I. To acquire a doctoral EQD, the candidate must:**

- 1. have at least three articles, related to the dissertation topic, which bring at least 30 points for indicator group D of the tables for national minimum requirements;**
- 2. for professional fields 4.1, 4.2, 4.3, 4.5 and 4.6, the required 30 points are collected from articles peer reviewed and indexed in Scopus and Web of Science;**
- 3. for professional fields 7.1, 7.3 and 7.4 the candidate must have at least 1 article in a scientific journal peer reviewed and indexed in Scopus and Web of Science;**
- 4. be an independent or lead author, at least in one of the publications.**

### **II. To acquire a DSc science degree, the candidate must:**

- 1. have a minimum of 5 articles, related to the dissertation topic, bringing points for indicator group D (100 pts.);**
- 2. for professional fields 4.1, 4.2, 4.3, 4.5 and 4.6 the articles must be in scientific journals peer reviewed and indexed in Scopus and Web of Science;**
- 3. for professional fields 7.1, 7.3 and 7.4 the candidate must have at least 3 articles in scientific journals peer reviewed and indexed in Scopus and Web of Science;**
- 4. in at least 3 of the articles he/she must be an independent or lead author (first or last author);**
- 5. have at least 10 citations in scientific editions;**
- 6. have IF and/or SJR  $\geq 2$ .**

### **III. To be appointed in the academic position of *chief assistant*, the candidate must:**

- 1. have acquired a doctoral educational qualification degree (50 points for indicator A) in the scientific speciality of the opened competition;**
- 2. be involved in educational and teaching activities with students and trainees;**
- 3. be involved in diagnostic and therapeutic activity (for candidates from clinical specialties).**

The appointment in the academic position *chief assistant* is not conditional upon additional requirements related to scientific activity after the acquisition of a doctoral degree.

### **IV. To be appointed in the academic position of *associate professor*, the candidate must:**

- 1. have acquired a doctoral educational qualification degree (50 points for indicator A) in the scientific speciality of the opened competition;**
- 2. have for indicator group C (100 pts.) or a published habilitation work (a monograph whose single author is the candidate) or equivalent scientific publications in Scopus and Web of Science, and higher education field 7 requires**

- at least 10 publications. The articles of this **group C** cannot be used again in **group D**;
3. in case the **habilitation work is a monograph**, it has to have two reviewers, to have ISBN, to be not less than 100 standard pages with 1,800 characters per page, not to repeat or summarize existing knowledge, to contain extensive content, comprehensive bibliography, which can include articles with their own studies cited in the text;
  4. in case the **habilitation work is equivalent number of articles** in indicator group **C**, a **habilitation extended reference** must be enclosed for scientific contributions (see item 23 of Annex 3);
  5. for professional fields 4.1, 4.2, 4.3, 4.5 and 4.6 the articles are required to be in scientific journals peer reviewed and indexed in Scopus and Web of Science;
  6. for professional fields 7.1, 7.3 and 7.4 **for indicator group D** (200 pts.) to have at least **8 articles** in scientific journals peer-reviewed and indexed in Scopus and Web of Science, when in group C a monograph is presented;
  7. in case for **group D** a monograph is presented, its bibliography also contains the cited articles with their own studies;
  8. in **at least 5** of the articles, the candidate must be an independent or lead author (first or last author);
  9. have an IF and/or  $SJR \geq 3$ ;
  10. have **at least 10 citations** in scientific journals for higher education field 7 and **25 citations** for higher education field 4;
  11. have acquired a speciality in PG studies;
  12. have participated in at least 1 research project;
  13. have teaching activities with students, postgraduates and residents, for at least 1 semester at MU-Pleven;
  14. have diagnostic and medical activity (for candidates from clinical specialties).

*When submitting documents for the academic position of associate professor candidates cannot repeat evidence (publications, etc.) presented for the acquisition of a doctoral EQD and a DSc science degree.*

**V. To be appointed in the academic position of professor, the candidate must:**

1. have acquired a doctoral educational qualification degree (50 pts for indicator A) in the scientific speciality of the opened competition;
2. have for **indicator group C** (100 pts.) **or a published habilitation work** (a monograph whose single author is the candidate) **or equivalent scientific publications** in Scopus and Web of Science, and higher education field 7 requires at least 10 publications. The articles of this **group C** cannot be used again in **group D**;
3. in case the **habilitation work is a monograph**, it has to have two reviewers, to have ISBN, to be not less than 100 standard pages with 1,800 characters per page, not to repeat or summarize existing knowledge, to contain extensive content, comprehensive bibliography, which can include articles with their own studies cited in the text;
4. in case the **habilitation work is equivalent number of articles** in indicator group **C**, a **habilitation extended reference** must be enclosed for scientific contributions (see item 23 of Annex 3);

5. for professional fields 4.1, 4.2, 4.3, 4.5 and 4.6 the articles are required to be in scientific journals peer reviewed and indexed in Scopus and Web of Science;
6. for professional fields 7.1, 7.3 and 7.4 **for indicator group D** (200 pts.) to have at least **8 articles** in scientific journals peer-reviewed and indexed in Scopus and Web of Science, when in group C a monograph is presented;
7. in case for **group D** a monograph is presented, its bibliography also contains the cited articles with their own studies;
8. in **at least 8** of the articles, the candidate must be an independent or lead author (first or last author);
9. have an IF and/or SJR  $\geq 3$ ;
10. have **at least 20 citations** in scientific journals for higher education field 7 and **50 citations** for higher education field 4;
11. be a dissertation supervisor of at least 2 doctoral students, one of whom must have defended their work;
12. have acquired a speciality in PG studies;
13. have participated in at least 2 research projects;
14. have teaching activities with students, postgraduates and residents, for at least 1 semester at MU-Pleven;
15. have diagnostic and medical activity (for candidates from clinical specialties).

***When submitting documents for the academic position of professor candidates cannot repeat evidence (publications, etc.) presented for the acquisition of a doctoral EQD and a DSc science degree or for the appointment in the academic position of associate professor.***

When the candidate is appointed in the academic position of professor, without having occupied the academic position of associate professor beforehand, the minimum national requirements for the academic position of professor must be expanded by the minimum national requirements for the academic position of associate professor, and the doctoral EQD is included only once.



**ANNEX No 3****NOTES**

1. The compliance with the minimum national requirements is only a condition for admission to participation in the procedures under the ASDRBA.
2. The evaluation system enables the aggregation of factors (points) within a group of indicators (A, B, C, D, E and F) to enable internal compensation and missing items from one indicator to be supplemented with points from another.
3. A habilitation work presented as a monograph carries 100 points. Equivalent publications, but not less than 10 also have to carry at least 100 points.
4. Publications replacing the monograph are excluded from the number of publications, assessed by other indicators, i.e. publications, included in group C cannot be repeated in group D.
5. 'Peer reviewed and indexed journals are journals in which the articles are published after an anonymous peer review and which are part of international research area, as are peer reviewed and indexed in world renowned databases with scientific information.
6. 'Monograph' is a published scientific edition, which contains a full and thorough study of a particular subject, issue or person, written by one or by several authors, adhering to one and the same view. The monograph is a scientific work, which does not repeat or summarize existing knowledge, which has scientific editors/or scientific reviewers, has ISBN and is not less than 100 standard pages long with 1,800 characters of the page. It contains extensive content, comprehensive bibliography, as the text refers also to other scientific papers.
7. In respect of monographs with more than one author there must be a mandatory delineation between authors, and to count as a monographic work, the author must have number of pages corresponding to the definition of a monograph. In case of authorship of a smaller number of pages, the participation of the respective author is considered as a study/article.
8. When measuring the indicators for appointment in academic positions the scores for a published book on the basis of defended dissertation for the award of a doctoral educational qualification degree or a DSc science degree can be used.
9. 'A Chapter of the Book' is a separate unit from the main text of scientific work, which has a scientific editor and/or scientific reviewers, which addresses a separate problem or question of a more general topic, defined in the title or marked with a number, published in non-periodical scientific edition, which has an ISBN. It may not be by one or by several authors.
10. 'Study' is a published scientific study in a journal, collection or in a stand-alone edition, which addresses certain aspects of problems and issues, it has scientific editors/or scientific reviewers, has accordingly ISSN or ISBN and is from 20 to 99 standard pages with 1,800 characters per page.
11. 'Overview' is a published scientific study in the journal, collection or in a stand-alone edition, which makes a critical review of the published literature on a particular scientific problem, has ISSN or ISBN and is from 10 to 99 standard pages with 1,800 characters per page.
12. 'Article' is a published scientific work, which contains a description of original scientific research and is up to 20 standard pages with 1,800 characters per page.
13. Q1, Q2, Q3 and Q4 denote the four quartiles (quarters), in which the *Journal Citation Reports* (JCR) of *Web of Science* classifies scientific journals with impact factor (IF) in

any scientific field. When taking note of a publication in a journal, which appears in more than one scientific field in *Web of Science*, the highest quartile for the corresponding journal for the year of publication applies. If a quartile of the journal is not available for a publication in the year of publication, the available quartile for the year closest to it shall be used.

14. Scimago Journal Rank (SJR) indicates the metric of scientific publications, peer reviewed in *Scopus*.
15. When counting publications with more than 30 (thirty) co-authors, the candidate must have proven significant contribution. Significant contribution to a scientific publication is proven in at least one of the following ways: (1) the candidate is first in the list of co-authors, (2) the candidate is indicated in the publication as an author for correspondence, (3) the candidate has submitted a letter from the author for correspondence of the article or by the publicly announced head of the research team, who has prepared the publication, which certifies the specific significant contribution of the candidate in this publication. The availability of letters certifying significant contribution in articles with more than thirty co-authors is checked in the procedure for checking the eligibility of candidates. The correspondence between the content of the letter and the content of the respective publication shall be certified in writing in the reviews and opinions of the members of the scientific panel.
16. Only for PF 4.1 PF 4.2 and PF 4.3, quartiles Q1, Q2, Q3 and Q4 are used in accordance with the metric Scientific Journal Rankings (SJR; <https://www.scimagojr.com/>). When counting a publication in a journal, which appears for the respective year both in the quartiles of Journal Citation Reports (JCR; Web of Science) and in the quartiles of SPR, the higher of these quartiles are used.
17. The coefficient (points) for the article need to be divided equally among the co-authors, and 'n' stand for their number.
18. The lead contribution in an article is proven by showing that the candidate is a first author and/or author for correspondence, and/or to have letters from all co-authors (for articles with less than six co-authors) or from the author for correspondence for this article (for articles with 6 or more co-authors), which certifies the lead contribution of the candidate.
19. 'Citation' is a reference to a scientific publication of the author in another scientific publication or patent. A reference to a publication is considered a single citation, regardless of the number of mentions in the text.
20. The total number of citations is deducted by the number of cases where the citing and cited publications have at least one author in common (i.e. self-citations). Citations from all works of the candidate can be presented, and when used for one procedure they cannot be used for another one.
21. A review of a publication is equated to a citation.
22. The procedure for appointment in the academic position of associate professor or professor with the alignment of the monograph to an equivalent number of articles applies also **habilitation extended reference** for scientific contributions, representing a short memo, where the candidate describes the position of research in a relevant scientific area and their personal contributions. Habilitation reference must contain: **1.** Introduction which briefly describes the essence of the studied scientific problems and their place in the research of other researchers in this field; **2.** Basic research inputs, in which the candidate in detail and comprehensively describes the specific original scientific contributions, whereby he/she applies in the competition; **3.** Bibliography, which clearly delineates articles, with which the

candidate participates in the competition, from other articles of the candidate and the articles of other authors.

- 23.** For international projects, only funds raised for Bulgarian scientists, involved in the project, and funds spent on the territory of Bulgaria are taken into account.
- 24.** ‘Plagiarism’ is claimed authorship on works which fully or partially were written or created by someone else, or the use of another person’s published research outputs without reference or citation in procedures for the acquisition of science degrees or for appointment in academic positions.
- 25.** ‘Inaccuracy of the presented scientific data’ is the intentional use of false and/or manipulated source data in the creation of a scientific work.
- 26.** An author/co-author affiliated to MU-Pleven means an author who has published with affiliations ‘Medical University – Pleven’ or ‘Медицински университет – Плевен’.