



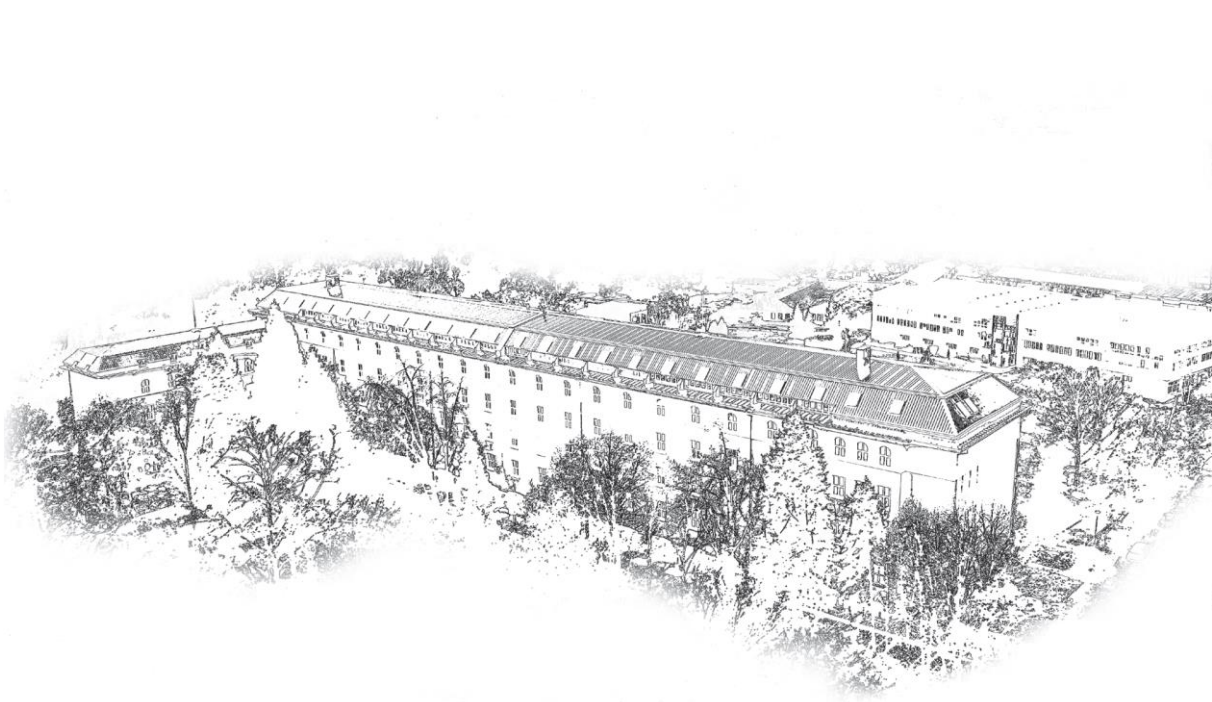
UNIVERSITY OF FORESTRY



**REGULATIONS
FOR THE DEVELOPMENT OF THE ACADEMIC STAFF OF THE
UNIVERSITY OF FORESTRY**

**/Excerpts on the terms and conditions for training foreign nationals for acquisition of
the educational and scientific degree “Doctor” (PhD)/**

These Regulations apply to PhD-students who are enrolled after 04/05/2018



Sofia

2019

Chapter One. GENERAL PROVISIONS

Art. 1. (*Suppl. – UF 2018*) These Regulations govern the terms and conditions for the implementation of the Act for the Development of the Academic Staff in the Republic of Bulgaria (ADASRB) and the Regulations for the Implementation of the ADASRB (RIADASRB) in the University of Forestry (UF) and in accordance with the requirements of the Higher Education Act (HEA) and the Regulations of the UF.

Art. 2. ...

(4) The scientific degrees are:

1. „Doctor” (PhD) (educational and scientific degree);
2. „Doctor of Sciences“ (scientific degree).

(6) (*New – UF 2018*) Persons having the educational and scientific degree “Doctor” and the scientific degree “Doctor of Sciences” shall be entered in the public Register of the National Centre for Information and Documentation (NACID) within 14 days from the date of issuance of the diploma.

Art. 2a Candidates for the acquisition of scientific degrees must meet the applicable minimum national requirements (MNR) for the respective scientific activity, defined in the RIADASRB by scientific fields and/or professional fields for each scientific degree (Annex).

(2) The minimum national requirements are a set of requirements, each of which is determined by the numerical values of one or more objectively measurable indicators, relevant to the respective scientific field and/or professional field.

(3) The minimum national requirements under para. 2 by scientific fields and/or professional fields for acquisition of each scientific degree and occupation of each academic position shall be expressed in a minimum number of points that the candidate must receive in accordance with his/her individual results on these indicators.

(4) A candidate, who has received not less than the minimum number of points for the respective scientific field or professional field and for the respective scientific degree on the basis of his/her individual results according to the indicators under para. 3, meets the minimum national requirements.

Art. 4. (1) The evaluation of dissertation theses for acquisition of scientific degrees in carried out by scientific juries (SJ). For each particular procedure the membership of the scientific jury is approved by the respective Faculty Council (FC) upon a proposal made by the respective Department Council (DC) at whose request the procedure has been initiated.

(2) (*Corr. – UF 2018*) The Rector of the UF, within 14 days from the receipt of the approved proposal under the procedure of para.1, shall determine by order the membership of the SJ and a technical secretary from the members of the respective department or faculty who shall assist in keeping the documentation, organization and implementation of the procedures.

(3) (*Corr. and suppl. – UF 2018*) As members of the SJ must be selected persons, habilitated in Bulgarian higher education institutions or scientific organizations, with results in the respective speciality and/or professional field or theme of dissertation thesis, and in case of impossibility – in the respective scientific field, included in the register under Art. 2, para. 6 and/or scientists from foreign higher education institutions or scientific organizations with results in the respective speciality and/or professional field and/or scientific field. In case of interdisciplinary dissertation thesis, at least one member of the jury must be from another scientific field, relevant to the dissertation thesis. The selection is made from two distinctive groups – external and internal members for the UF. One reserve member from each group must also be appointed when selecting the members of the scientific jury.

(3a) (*New – 2019*) In case of procedures in a professional field, where there are no habilitated persons in the Register of academic staff at the NACID from the UF, all members of the scientific jury may be external ones.

(4) (*New – UF 2018*) The members of the SJ must meet the respective minimum national requirements under Art. 2a, para. 2 and 3.

(5) (*Prev. para. 4 – UF 2011*) The following persons cannot be selected as members of the SJ under para. 1 if:

1. they have a conflict of interests within the meaning of § 1, item 2a of the Additional Provisions with a candidate for acquisition of a scientific degree or they have a 3-year limitation due to an established conflict of interests, effective since the act establishing the conflict;

2. they are related parties within the meaning of § 1, item 5 of the Additional Provisions with a candidate for acquisition of a scientific degree;

3. plagiarism in their scientific works has been proven by law;

4. they have been dismissed from an academic position pursuant to Art. 35, para. 1, item 2 of the ADASRB;

5. they have been members of a SJ under the previous two consecutive procedures for defence of dissertation thesis and/or occupation of an academic position in the same professional field in the respective higher education institution, in the cases where there is a sufficient number of habilitated persons in the respective professional field. The responsibility for meeting this requirement is assigned to the Head of DC when forming the proposal for the membership of the SJ, and the control over its implementation is assigned to the Dean of the respective faculty.

(6) (*New – UF 2018*) The circumstances under para. 5, item 1 – 4 in the procedures for acquisition of a scientific degree shall be established by a declaration signed by each member of the SJ.

Art. 4a. (*New – UF 2018*) (1) The candidate for acquisition of the educational and scientific degree of “Doctor” or the scientific degree “Doctor of Sciences” is entitled to submit a request to the Dean of the faculty for replacement of one member of the proposed SJ membership. The proposal can be made within 7 days after the submission of the report of the Head of department to the Dean with the proposed membership of the SJ. The Department Council shall discuss membership applications and accept a proposal for a new SJ member from the quota of the recalled member. The new member must meet the requirements of Art. 4, para. 3 and 4 and the limitations under Art. 4, para. 5. The new membership of the SJ is proposed at the forthcoming FC for approval. The request can only be made once.

Art. 4b. (*New – UF 2018*) (1) The jury sessions are held in the presence of all members or when more than half of its members are present, and the rest members participate in absentia. The participation in absentia is allowed only when a technical connection and a real-time participation are provided. The refusal to attend a jury session or refusal to sign the minutes shall be considered a negative vote and shall not be a reason to suspend the procedure.

(2) The decisions of the jury are made by open vote and a simple majority of the SJ members, determined by the Rector’s order.

(3) In the evaluation of dissertation theses for acquisition of scientific degrees each SJ member shall vote with a positive or a negative vote.

(4) The vote of the SJ shall be considered as positive if more than half of the SJ members have voted positively.

(5) (*Corr. – UF 2018*) The jury decisions may also be made in absentia, in which case the discussion and voting shall be carried out only in real time (online) through the appropriate technical means. Voting in absentia is allowed only under the condition that more than half of the jury members are present at the session.

(6) In case of circumstances that make it impossible for a jury member to participate in the jury work, including preparation of a review or an opinion, the respective member shall

notify the chairperson of the SJ in writing. The SJ membership is completed with a reserve member from the respective quota. The reserve jury member shall have at least 3 weeks to prepare the review/opinion and submit it within the specified term. In case when a SJ member does not participate in the work of the jury and has not prepared a review/opinion and the terms do not allow his/her substitution with a reserve member, the vote of the respective member is considered negative. The refusal to attend a jury session shall not be a reason to suspend or postpone the procedure.

(7) The SJ session shall not be held if the requirements of para. 1 have not been met. A new session shall be held after 7 days from the date of the unsuccessful session.

(8) The SJ session shall be recorded. The minutes of all jury sessions shall be signed by the chairperson, present SJ members and the technical secretary, certifying their participation and the legality of decisions taken.

Art. 4c. (New – UF 2018) (1) At its first session, the SJ selected in the procedure for acquisition of the educational and scientific degree of “doctor” and scientific degree “Doctor of Sciences”, must:

1. appoint one of the jury members, who is a representative of the UF, as a chairperson;

2. review the implementation of procedural requirements;

3. appoint the reviewers from its members;

4. appoint the reviewer who shall give a written opinion in a 1-month term about the correspondence of the extended abstract of the dissertation with the dissertation thesis;

5. set the deadline for submission of reviews and opinions. Terms and dates shall be in accordance with the requirements of the ADASRB, RIADSRB and these Regulations;

6. perform the necessary administrative activities for carrying out the procedure (signing of declarations, contracts, minutes).

(2) If a scientific jury member finds plagiarism or a written, non-anonymous and justified signal for plagiarism has been received by the Dean of the faculty (“plagiarism” – see item 7, §1 of the Additional Provisions) in specific named parts of candidate’s scientific works, the SJ chairperson shall schedule a jury session which shall be held no later than 7 days after receiving the signal. The presented facts are discussed at the session and a hearing of the candidate for acquisition of a scientific degree is held. Anonymous signals and signals with principal allegations of plagiarism without specific justified supporting materials shall not be considered. The scientific jury shall make a binding and unambiguous decision on the presence or absence of plagiarism in the candidate’s works and shall make a final decision. The discussions and decisions of the SJ are recorded. The submitted written signals represent an inseparable part of the minutes.

(3) If the SJ decision under para. 2 is positive (plagiarism has been determined) the candidate is not allowed to defend his/her dissertation thesis.

(4) When a plagiarism signal has been received, the initiated procedure for evaluation of dissertation thesis cannot be terminated due to withdrawal of the candidate’s documents.

Art. 4e. (1) ... The procedures for acquisition of the educational and scientific degree “Doctor” and the scientific degree “Doctor of Sciences” shall be opened by a decision of the Faculty Council, following the proposal of the extended scientific council at the respective department.

(2) The initiated procedures under para. 1 are assigned with a unique code from the “Academic Staff” Sector and they are entered in the register of procedures.

(4) Information about the initiated procedures is announced on the website of the UF. The materials of candidates for acquisition of the educational and scientific degree “Doctor” and the scientific degree “Doctor of Sciences” are announced at the respective procedure together with the reviews and opinions of the SJ.

(5) The reviews and opinions, abstracts of the peer-reviewed publications and the extended abstracts of dissertations shall be published for public access on the website of the UF in Bulgarian and in one of the languages, traditionally used in the respective scientific field. The public access to the materials shall be maintained for at least 5 years after the end of the procedure.

Art. 5. (*Suppl. – UF 2018*) (1) The scientific degrees, acquired at the UF, are in the scientific specialities, accredited by the National Evaluation and Accreditation Agency (NEAA).

(2) The educational and scientific degree “Doctor” and the scientific degree “Doctor of Sciences” are acquired on the day of successful defence of the dissertation thesis.

(3) (*Corr. – UF 2018*) The educational and scientific degree “Doctor” and the scientific degree “Doctor of Sciences” are certified by a diploma, issued by the UF in the unified form, approved by the Minister of Education and Science, which is sent within three days of its issuance to the Ministry of Education and Science for registration.

(5) The diploma under para. 3 shall be issued in Bulgarian language, and upon request an annex in English language shall also be issued.

Art. 6. (*Corr. – UF 2018*) (1) The UF shall send to NACID one copy of the defended dissertation theses and extended abstracts of dissertation theses in paper and electronic form, information about the issued diplomas for acquired educational and scientific degree “Doctor” and scientific degree “Doctor of Sciences” within 14 days after the date of issuing the diploma.

1. Information card about defended dissertation thesis (in Bulgarian and English language) shall also be sent to NACID;

(2) The obligations and actions under para. 1 are assigned to the “Academic Staff” Sector.

(3) A copy of the defended dissertation theses and the respective extended abstracts of dissertations shall remain in the Library and Information Centre of the UF.

Chapter Two. ACQUISITION OF THE EDUCATIONAL AND SCIENTIFIC DEGREE “DOCTOR” AND THE SCIENTIFIC DEGREE “DOCTOR OF SCIENCES”

Section I. Acquisition of the educational and scientific degree “Doctor”

Art. 7. (1) Persons having the educational and qualification degree “Master” may apply for doctoral studies.

(2) The training for acquisition of the educational and scientific degree “Doctor” in the UF is carried out in full-time, part-time and individual form of training. The full-time and individual form of training have a duration of up to 3 years, and the part-time form – up to 4 years.

(3) The training in doctoral studies is carried out on the basis of a state quota and against payment in doctoral programmes by scientific fields, accredited by the NEAA.

(4) Doctoral studies are carried out in a department of the UF where there is at least one habilitated person in the respective scientific field.

Art. 11a. (1) Candidates are proposed for selection by the FC.

(3) The FC makes a decision for enrolment of the selected candidate. A scientific supervisor shall be selected and a theme of the dissertation thesis shall be approved upon a proposal by the respective department.

(4) (*New – UF 2018*) The Individual Curriculum of the doctoral student shall be approved within 1 month of his/her enrolment.

Art. 11b. (*New – UF 2018*) (1) A scientific supervisor, who is a habilitated person with a scientific degree or an academic position, corresponding to the scientific speciality of the doctoral programme, shall be appointed to the doctoral students trained in full-time and part-time studies.

(2) In case of an interdisciplinary theme of the dissertation thesis, the doctoral students under para. 1 may also be assigned with a scientific consultant, having the educational and scientific degree “Doctor” or the scientific degree “Doctor of Sciences” in another scientific field, relevant to the dissertation theme.

(4) The scientific consultants under para. 2 and 3 shall be proposed by the department, approved by the FC at the enrolment of doctoral students and entered in the Rector’s order.

(5) In case when the scientific supervisor is unable to supervise the doctoral student (leaving, retirement, long-term illness, etc.) before the expiry of doctoral studies term, the DC shall discuss and propose another scientific supervisor who meets the requirements under para. 1 within 1 month of the occurrence of the circumstances. The new scientific supervisor is selected by the FC and approved by a Rector’s order. Until the selection and approval of the scientific supervisor his/her functions shall be performed by the Head of department.

Art. 11c. (*New – UF 2018*) (1) The educational and scientific degree “Doctor” can also be acquired in the context of joint scientific guidance by a scientific supervisor from the UF in a doctoral programme, which has been accredited by the NEAA for training in the educational and scientific degree “Doctor”, and a foreign scientific supervisor from a higher education institution or scientific organization, accredited for training in the educational and scientific degree “Doctor” or equivalent scientific degree in the respective country.

(2) The educational and scientific degree “Doctor” under para. 1 shall be acquired in accordance with a signed agreement for joint scientific guidance under para. 1 and in compliance with the legal regulations of the respective countries and regulations of the respective higher education institutions and scientific organizations.

(3) The conditions for admission, joint scientific guidance, timely distribution of doctoral student mobility periods, defence of dissertation thesis and issuance of a diploma shall be determined in the regulations of the higher education institutions and scientific organizations, which shall prepare and sign framework agreements for joint scientific guidance under para. 1.

(4) The Bulgarian higher education institutions shall issue a diploma for the completed training and acquired educational and scientific degree “Doctor”, noting the joint scientific supervision.

Art. 12. (1) The admission of doctoral students in the individual form of training, who have developed the main part of a dissertation thesis for awarding the educational and scientific degree “Doctor”, shall be made without an examination throughout the academic year.

(2) The candidate shall submit an application to the Rector in the “General Administrative Office” and attach a project of the dissertation thesis, developed in its main part, as well as a bibliography.

(3) The Rector shall direct the materials to the competent department in the respective scientific speciality for consideration.

(4) (*Prev. para. 3 – UF 2011*) The presented part of the dissertation thesis shall be discussed by the DC in the presence of the candidate within no more than 2 months from the date of submission of the documents under para. 2, with the participation of at least 3 habilitated persons in the respective scientific field. If the DC approves the candidate’s work, the Head of department shall make a proposal to the Dean about the theme of the dissertation thesis, scientific field and individual curriculum of doctoral student. A scientific consultant may be proposed at the discretion of the department.

(5) (*Prev. para. 4 – UF 2011*) On the basis of the proposal, the FC shall make a decision about the enrolment of the doctoral student, approve the dissertation thesis theme and individual curriculum of the doctoral student.

Art. 13. On the basis of the FC decision, the Rector of the UF shall issue an order for enrolment of the doctoral student. The order shall indicate: the form of doctoral studies; the department when the training will be held; duration of training; dissertation thesis theme; the scientific speciality and the scientific supervisor and/or scientific consultant.

Art. 14. Persons, who have graduated from foreign higher education institutions, can apply for doctoral studies after their acquired higher education has been recognized in accordance with the Regulations for the recognition of higher education qualifications and periods of study in foreign higher education institutions, approved by the Academic Council of the UF in accordance with the provisions stipulated in the RIADSRB and these Regulations.

Art. 15. (1) Persons who are not Bulgarian citizens and are not nationals of another European Union member state, not nationals of another country – member of the Agreement on the European Economic Area or the Swiss Confederation, can apply and study in doctoral programmes under the following conditions:

1. in the implementation of intergovernmental agreements on educational, cultural and scientific exchange;

2. in accordance with acts of the Council of Ministers;

3. under the terms of Art. 95, para. 8 and 10 of the HEA for training against payment.

(2) The candidates under para. 1, item 1 and 2 shall be enrolled under the terms and conditions, specified in the respective agreement or act of the Council of Ministers, in coordination with the UF.

(3) (*Suppl. – UF 2018*) The persons under para. 1, item 3 shall be enrolled under the following terms and conditions:

1. the candidates submit the documents under Art. 16;

2. the Education Activity Division shall review the documents, organize and conduct the procedure for recognition of the educational and qualification degree “Master”;

3. the Rector, within 7 days from the recognition of the educational and qualification degree “Master” by the AC, shall direct the documents and materials to the competent primary scientific unit (department) for discussion;

4. the Head of the department shall present the documents and materials or dissertation thesis project of the candidate for enrolment at the forthcoming DC and instruct the potential scientific supervisor to prepare an opinion;

5. (*Amend. –UF 2019*) A DC session shall be hold within 1 month from the DC under item 4, where the presented materials or project of a dissertation thesis shall be discussed; when the candidate applies for an individual form of doctoral studies, he/she shall also participate in the session;

6. the DC shall make a decision about: enrolment of the candidate in doctoral studies, form and duration of training, scientific guidance (it is allowed to appoint a habilitated person for a second scientific supervisor or scientific consultant from candidate’s country), dissertation thesis theme;

7. the FC shall approve the DC proposals for enrolment in doctoral studies;

8. an agreement for training against payment shall be signed between the UF and the doctoral student.

(4) The persons under para. 1 can apply for doctoral studies under the terms and conditions for enrolment of Bulgarian citizens, if:

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

2. have a refugee status;

3. have a Bulgarian nationality.

Art. 16. (1) The candidates for doctoral studies shall submit an application to the Rector of the UF and enclose the following documents:

1. European CV;
2. a copy of the higher education document from which it is apparent that the candidate holds a Master degree (if the Diploma for acquired educational and qualification degree “Master” is in the process of issuance, an academic transcript shall be presented instead);
3. a medical certificate issued within one month prior the application date and certified by the respective authorities in the country from which the person applies;
4. list of publications, if any;
5. a copy of the citizenship documents;
6. a certificate for a recognized higher education, if the diploma is issued by a foreign higher education institution (issued by the UF after the completion of the procedure under Art. 14);
7. two photos;
8. (*New – UF 2018*) other documents, certifying the candidate’s interests and achievements in the respective scientific field, if any;
9. (*New – UF 2018*) a dissertation thesis project, when the candidate applies for an individual form of training;

(2) The documents under para. 1, items 2 and 3 must be legalized, translated and certified in accordance with the provisions of the international treaties of the Republic of Bulgaria with the country in which they were issued, and in the absence of such – in accordance with the general conditions for legalization, translation and certification of documents and other papers.

(3) The candidates under Art. 15, para. 1, items 1 and 2 shall submit the documents under para. 1 in the Ministry of Education and Science.

(4) (*Suppl. – UF 2018*) The candidates under Art. 15, para. 1, item 3 shall submit the documents under para. 1 in the “General Administrative Office” of the UF.

Art. 17. (1) The UF shall send to the Ministry of Education and Science the documents of the approved candidates under Art. 15, para. 1, item 3 – nationals of countries for which a long-stay visa for the Republic of Bulgaria is required, as well as information about:

1. the candidate’s personal details – passport names in Latin characters, date of birth, place of birth, nationality;
2. the name of the scientific speciality, educational and scientific degree, form and duration of study;
3. information about the language and specialized training – level of proficiency in Bulgarian language, name the primary unit where the training will be held, duration of training;
4. the annual tuition fee as well as the language and specialised training fee;
5. the bank account number of the UF to which the tuition fee or the language and specialised training fee shall be transferred.

(2) (*Amend. 2019*) The Ministry of Education and Science shall issue a Certificate of enrolment of candidates for training in the Republic of Bulgaria and inform the Ministry of Foreign Affairs and the Migration Directorate of the Ministry of Interior in writing.

(3) The persons applying under the terms Art. 95, para. 8 and of the HEA shall pay the tuition fees after having received a type D visa and arrived in the Republic of Bulgaria.

Art. 18. (1) The Rector of the UF shall issue an order for enrolment of the approved candidates for doctoral studies under Art. 15, para. 1.

(2) The UF shall notify the Ministry of Education and Science in writing about the enrolled doctoral students under para. 1.

Art. 19. (1) The training of doctoral students includes the following activities:

1. scientific and research activities;
2. attendance and participation in the work of courses (seminars, lectures, etc.);
3. teaching and/or expert activities, participation in scientific forums (national and/or international);
4. preparation and sitting the examinations of the individual curriculum;
5. development and defence of reference papers, if planned in the individual curriculum;
5. development of a dissertation thesis.

(2) The distribution by type of activity for the duration of training shall include:

1. Training activity:
 - a) Attendance of lectures, exercises, seminars, course, consultations, etc.
 - b) Doctoral minimum subjects shall be no less than three and no more than five.
 - c) The questionnaires and training programmes shall be drawn up by the scientific supervisor and lecturers in the doctoral programme with the participation of the doctoral student.
 - d) The forms of control of training are an exam, a reference papers, a report or others.
 - e) One of the exams is obligatory on the scientific speciality and shall include questions, divided into two parts: a general part – questions from the scientific speciality and a specialized part – connected with the theme of the dissertation thesis.
2. Research (creative) work:
 - a) Preparation of a literature review on the dissertation thesis theme.
 - b) Definition of the objects of study and methodology of the research.
 - c) Carrying out the experimental work.
 - d) Processing the obtained results.
 - e) Analysis and formulation of scientific conclusions and practical recommendations.
 - f) Definition of the main scientific-theoretical and applied scientific contributions.
 - g) The main part of the dissertation thesis results shall be included in published conference papers or specialized scientific journals. The number and type of publications must meet the minimum national criteria for the “D” indicator from the respective scientific field.
3. Pedagogical activity:
 - a) The pedagogical activity is mandatory for the full-time doctoral students.

(3) The rights and obligations of the doctoral students are determined in the Regulations of the University of Forestry.

Art. 20. (1) The training of doctoral students shall be carried out by an individual curriculum (IC).

(2) (*Suppl. – UF 2018*) The IC shall be prepared by the scientific supervisor together with the doctoral student, accepted by the DC, approved by the FC and signed by the Dean and the Rector.

(3) The individual curriculum shall determine the field of doctoral studies and consists of a general curriculum for the entire period of study and a work plan by years. The individual curriculum shall contain:

1. dissertation thesis theme;
2. distribution of all activities by year;
3. examinations and their respective deadlines;
4. attendance of a certain cycle of lectures and exercises, participation in courses, seminars, conferences and other public scientific events;

5. stages and deadlines for development of the dissertation thesis.

(4) (*New – UF 2018*) The preparation and sitting the examinations, development and defence of reference papers shall be carried out during the first year of the doctoral student training.

(5) (*Amend. – UF 2018*) Changes of the dissertation thesis theme and scientific supervisor shall be permitted as an exception, but not later than 3 months before the date of the primary unit session for preliminary discussion. The change shall be made by an order of the Rector of the UF, based on a decision of the FC, at the proposal of the DC.

(6) (*Prev. para. 5 – UF 2011*) The duration of training under Art. 7, para. 2 can be interrupted and extended for no more than one year. The decision for interruption or extension of doctoral studies duration shall be made by the FC upon a proposal by the DC, at the request of the scientific supervisor of the doctoral student.

Art. 21. (1) The doctoral students shall sit the individual curriculum examinations in front of committees, appointed by the Dean, and composed of at least 3 habilitated persons with the participation of the scientific supervisor of the doctoral student.

(2) In case of group training in general university subjects for doctoral students, the examination committee shall be appointed by the Rector upon a proposal of the Vice-Rector of Educational Activities.

Art. 22. (1) The doctoral students shall be attested by the FC at the end of each academic year.

(2) The doctoral students shall present at the DC a report of the implemented activities, containing a scientific part (reporting the obtained results) and a report on the implementation of the individual curriculum.

(3) The scientific supervisor shall present a written opinion on the work of the doctoral student at the DC.

(4) The scientific supervisor jointly with the doctoral student shall propose a specification of his/her individual curriculum for the next year, if necessary.

(5) The DC shall approve:

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

2. a proposal for attestation of doctoral students;

3. a proposal for specification of the individual curriculum for the next year, if necessary;

4. recommendations for further development of doctoral studies, and if necessary, recommendations for specification of dissertation theme or a replacement of the scientific supervisor and/or scientific consultant.

(6) The proposal under para. 5, items 2, 3 and 4 shall be approved by the FC.

(7) The assessments of doctoral student activities under para. 5, item 1 shall be: “very good“, “good“, and “unsatisfactory“.

Art. 25. (1) The UF, in accordance with the awarded institutional accreditation assessment (from 8,00 to 10,00), is entitled to carry out training against payment in the educational and scientific degree “Doctor” in doctoral programmes, which have received an accreditation assessment from 8,00 to 10,00, under the conditions specified in the Regulations of the UF and these Regulations, and in an agreement between the UF and doctoral students. The agreement shall specify the training form, conditions and duration, and the terms of tuition fee payments.

(2) The right under para. 1 shall be used by persons, having a grade point average from the competitive examinations not less than “very good” (4,50), as well as by foreign nationals under Art. 15, para. 1, item 3.

(4) Bulgarian citizens, who have graduated from foreign higher education institutions, can apply for doctoral studies under the terms and conditions, specified in these Regulations.

Art. 27. (1) The UF shall provide the facilities and cover the expenses for enrolment, training and defence of dissertation theses of doctoral students in full-time and part-time state-subsidised form of study in accordance with the differentiated regulations for training of doctoral students, defined by the Council of Ministers.

(2) Organisations, interested in the results of the respective dissertation thesis, can provide the doctoral students with the facilities and resources, necessary for its development.

(3) The doctoral students in the individual form of training, who are not employed by the UF, shall pay the expenses related to their training and dissertation thesis defence.

Art. 29. (Suppl. – UF 2018) The educational and scientific degree “Doctor” shall be awarded to persons who have acquired the educational and qualification degree “Master” and meet the minimum national requirements, after completed training in doctoral studies and a successful defence of dissertation thesis under the terms and conditions of the ADASRB, RIADASRB and these Regulations.

Art. 30. (New – UF 2018) (1) Within one month after the end of the training duration the primary unit shall propose to the Faculty Council the doctoral student to be withdrawn with or without a right of dissertation thesis defence.

(2) (*Prev. para. 1 – UF 2011*) The doctoral student is entitled to defend his/her dissertation thesis after completing the training activities and successfully passing the examinations, specified in the IC and when he/she has presented in the respective department the main part of the dissertation thesis, including the obtained research results, meeting the minimum national requirements.

(3) (*Prev. para. 1 – UF 2011*) For a doctoral student who has fulfilled the requirements under para. 2 according to a report by the scientific supervisor, the DC shall make a decision and propose a withdrawal with a right of dissertation thesis defence. The decision for a withdrawal with the right of defence shall be made by the FC and the Rector shall issue an order.

(4) (*New – UF 2018*) A doctoral student, who has not fulfilled his/her obligations under Art. 32, para. 1 and para. 5 until the end of doctoral studies, including the possible extension of training duration under Art. 20, para. 6, shall be withdrawn without the right of dissertation thesis defence. According to a report by the scientific supervisor/consultant, the DC shall make a decision and propose it to the FC. The decision for withdrawal without the right of defence shall be made by the FC and the Rector shall issue an order.

(5) (*Prev. para. 4 – UF 2011*) A doctoral student, who has received an “unsatisfactory” assessment at his/her attestation under Art. 22 and has not implemented his/her obligations as a full-time doctoral student, shall be excluded.

(6) (*New – UF 2018*) The right of dissertation thesis defence can be exercised within 5 years from the FC decision under para. 3.

Art. 31. (1) The dissertation thesis shall contain scientific or applied scientific results which represent original scientific contributions. The dissertation thesis shall demonstrate that the candidate has a thorough theoretical knowledge in the respective speciality and a capacity for carrying out independent scientific research.

(2) The dissertation thesis must be presented in the form and content, corresponding to the specific requirements of the department.

Art. 32. (Suppl. – UF 2018) (1) The doctoral student must present the materials under para. 5 to his/her scientific supervisor, who is obliged to make a decision in a 1-month term. In case of a positive assessment the scientific supervisor shall propose to the DC to initiate a preliminary discussion procedure.

(2) (*New – UF 2018*) In case of a negative assessment of the scientific supervisor, as well as in non-pronouncement under para. 1, the doctoral student may refer the matter for consideration to the primary unit council, which shall make a definitive decision about the readiness for dissertation thesis defence.

(3) (*Prev. para. 2 – UF 2011*) The preliminary discussion procedure shall be carried out at the DC. At the joint discretion of the Head of department and the scientific supervisor, the DC staff can be extended by including external specialists. The Rector of the UF shall issue an order for the extended department staff, time and place of the preliminary discussion at the DC at the proposal of the Head of department.

(4) (*Prev. para. 3 – UF 2011*) The DC session for preliminary discussion of the dissertation thesis shall be held within one month after the proposal under para. 1.

(5) (*New – UF 2018*) The doctoral student shall prepare and present at the department sets of dissertation thesis copies, extended abstract of the dissertation thesis in a completed form up to 36 pages (1800 characters per page), a reference for the fulfilment of the minimum national requirements, a reference for the scientific and applied scientific contributions under Art. 31, para. 1. The materials shall be presented in paper and electronic form, and the number of copies shall be specified by the Head of department.

Art. 32a (*New – UF 2018*) (1) In the case of doctoral students in the individual form of study, who have a selected scientific consultant, the scientific supervisor functions shall be performed by the selected scientific consultant.

(2) In the case of doctoral students in the individual form of study, who do not have a selected scientific consultant, the scientific supervisor functions shall be performed by the Head of the department.

(3) In the case of doctoral students in the individual form of study the conditions of the preliminary discussion procedure shall be in accordance with Art. 32.

Art. 33. (1) In the procedure under Art. 32, para. 3 the DC shall discuss and make a decision on the readiness for dissertation thesis defence on the basis of the following conditions:

1. the dissertation thesis corresponds to the requirements of Art. 31;
2. an extended abstract of the dissertation thesis has been presented;
3. the minimum national requirements for acquisition of the educational and scientific degree “Doctor” in the relevant scientific field have been met;
4. the individual curriculum of the doctoral student has been completed.

(2) During the preliminary discussion of the dissertation thesis the members of the (extended) scientific unit can ask questions, make critical remarks and statements.

(3) In case of a positive decision on the readiness for dissertation thesis defence under para. 1, the DC shall discuss and make a proposal for the membership of the SJ. The scientific supervisor and the doctoral student must participate in the discussion about the SJ membership and can give proposal for its members.

(4) The Head of department shall submit a report to the Dean about the decisions taken under para. 1 and 3 and make a proposal to the FC to initiate a procedure for public defence of dissertation thesis.

Art. 34. (1) Within 1 month after the positive decision of the DC on readiness for dissertation thesis defence, the candidate has the right to make editorial corrections in his/her dissertation thesis, resulting from the preliminary discussion, but without changing essential parts and results. Within the same term, with an application to the Dean of the faculty, the candidate must submit the following documents and materials related to the dissertation thesis defence:

1. dissertation thesis;
2. extended abstract of the dissertation thesis;

3. reference for meeting the minimum national requirements (by a template);
4. reference for the contributions of the dissertation thesis;
5. publications, connected with the dissertation thesis and citations;
6. declaration of originality in accordance with Art. 27, para. 2 of the RIADASRB;
7. minutes of the preliminary discussion at the DC;
8. European CV;
9. notary certified copy of the higher education diploma, educational and qualification degree “Master” or equivalent degree;
10. certificate of the passed examinations from the individual curriculum of the doctoral student;
11. orders for the enrolment and withdrawal with a right of dissertation thesis defence;
12. orders for the replacement of the scientific supervisor/consultant and/or change of dissertation thesis theme (if any);
13. certificates or other documents for the implementation of dissertation thesis results;
14. information card in Bulgarian and English language (by a template).

(2) All documents and materials under para. 1 shall be presented in 3 copies, formed in three sets and submitted to the Dean of the faculty. The Dean or his/her authorised representative, in the presence of the doctoral student, shall verify the regularity of the documents, materials and fulfilment of procedural requirements. In case of non-compliance with the requirements, the sets shall be returned to the doctoral student for correction. The documents under item 1 and 2 shall also be presented in an electronic form.

(3) Based on the DC proposal, the FC shall determine the SJ within one month after the proposal of the DC and make a proposal to the Rector of the UF for approval of its membership, as well for the date of dissertation thesis defence.

(4) In a 7-day term after the proposal of the FC under para. 3, the Rector of the UF shall approve the SJ by order, which also determines the date of dissertation thesis defence.

(5) No later than 14 days after the issuance of the Rector’s order under para. 4, the Dean shall inform the members of the SJ and provide them with the competition materials. The third set of original materials shall be stored in the Dean’s office.

Art. 35. (Corr. – UF 2018) (1) The SJ shall consist of five habilitated persons in the respective scientific field(s) on the dissertation theme. At least one member of the scientific jury shall be a professor. At least three jury members shall be external to the UF. The scientific supervisor cannot be a member of the SJ.

(2) As the chairperson of the scientific jury shall be selected a person, occupying an academic position from the staff of the UF.

Art. 36. (1) The members of jury shall prepare two reviews and three opinions. One of the reviews must be prepared by an external to the UF jury member. The reviews and opinions shall end with a positive or a negative assessment and shall be submitted within 3 months of determining the jury membership in accordance with Art. 34, para. 3. The SJ members shall submit their reviews and opinions in Bulgarian language and in one of the languages, traditionally used in the respective scientific field in 2 copies, in paper and electronic form, in the respective Dean’s office. Each review/opinion shall be filed with a reference number and sealed in an envelope. The full set of reviews and opinions shall be submitted to the Head of department for publication on the website of the UF.

(2) The reviews, opinions and the extended abstract of the dissertation thesis, prepared in Bulgarian language and in one of the languages, traditionally used in the respective scientific field, shall be published on the website of the UF within 7 days of their receipt by the Head of department and not later than 30 days from the date of public defence.

Art. 37. (1) The scientific jury shall make an open session on the dissertation thesis defence within one month after publishing the extended abstract of the dissertation thesis, reviews and opinions.

(2) Announcements of the public defence of dissertation thesis shall be published in a daily newspaper and on the website of the UF, and placed in the designated places at the University at least 7 days before the date of defence.

(3) The announcement under para. 2 shall contain: the name of the university and the faculty; the claimed scientific degree; dissertation thesis theme; names of the doctoral student, his/her scientific supervisor, reviewers and jury members; the date, time and place (hall) of the defence.

(4) At an open session under para. 1:

1. the chairperson of the SJ shall present the doctoral student;
2. the doctoral student shall make a short summary of the main results of the dissertation thesis (up to 20 min);
3. the chairperson of the scientific jury shall present the reviews and opinions of the scientific jury;
4. the jury members and anyone attending the public defence can ask questions and make speeches;
5. each member of the scientific jury shall publicly announce his/her assessment – positive or negative;
6. the chairperson of the scientific jury shall announce the end of dissertation thesis defence.

(5) A dissertation thesis that has received three or more positive assessments at the defence is considered successfully defended.

(6) (*Corr. – UF 2018*) The unsuccessfully defended dissertation thesis shall be returned for corrections. Upon the candidate's request, a new procedure of dissertation thesis defence can be initiated no later than one year after the date of return. The second procedure of dissertation thesis defence is final. The expenses related to the second defence shall be borne by the doctoral student.

Art. 37a. (New – UF 2018) (1) The expenses related to the dissertation thesis defence shall be determined by a Rector's order depending on the defended scientific degree.

(3) The expenses related to the dissertation thesis defence shall be paid by the doctoral student who:

1. has been trained against payment;
3. has requested a second defence.

MINIMUM NATIONAL REQUIREMENTS

to the scientific, teaching and/or artistic or sports activities of the candidates for acquisition of a scientific degree and occupation of the academic positions “Chief Assistant Professor”, “Associate Professor” and “Professor” by scientific fields and/or professional fields

Area 3. Social, Business and Legal Sciences

Professional field:

3.7. Administration and Management

Table 1. Minimum required points by groups of indicators for different scientific degrees and academic positions

A group of indicators	Content	Doctor (PhD)	Doctor of Science	Chief Assistant Professor	Associate Professor	Professor
A	Indicator 1	50	50	50	50	50
B	Indicator 2	-	100	-	-	-
C	Indicator 3	-	-	-	100	100
D	Sum of indicators 4 to 10	30	100	-	200	200
E	Sum of indicators 11 to 13	-	100	-	50	100
F	Sum of indicators from 14 to the end	-	-	-	-	100

Table 2. Number of points by indicators

A group of indicators	Indicator	Number of points
A	1. Dissertation thesis for awarding educational and scientific degree “Doctor”	50
B	2. ...	
C	3. ...	
D	4. A published monograph that is not presented as a major habilitation work	100
	5. A book published on the basis of a dissertation thesis for the award of educational and scientific degree “Doctor” or scientific degree “Doctor of Sciences”	75
	6. Articles and reports published in scientific journals, referenced and indexed in world-renowned scientific information databases	30/n
	7. Articles and reports published in non-refereed scientific peer-reviewed journals or in peer-reviewed collective volumes	10/n
	8. Studies published in scientific journals, referenced and indexed in world-renowned scientific information databases	45/n
	9. Studies published in non-refereed scientific peer-reviewed journals or in published collective volumes	15/n
	10. Published chapter of a collective monograph	20/n
E	11. ...13. ...	
F	14. ... 21. ...	

Area 4. Natural Sciences, Mathematics and Informatics

Professional field:

4.4. Earth Sciences

Table 1. Minimum required points by groups of indicators for different scientific degrees and academic positions

A group of indicators	Content	Doctor (PhD)	Doctor of Science	Chief Assistant Professor	Associate Professor	Professor
A	Indicator 1	50	50	50	50	50
B	Indicator 2	-	100	-	-	-
C	Indicators 3 or 4	-	-	-	100	100
D	Sum of indicators 5 to 9	30	100	-	200	200
E	Sum of indicators 10 to 12	-	100	-	50	100
F	Sum of indicators from 13 to the end	-	-	-	-	150

Table 2. Number of points by indicators

A group of indicators	Indicator	Number of points
A	1. Dissertation thesis for awarding educational and scientific degree "Doctor"	50
B	2. ...	
C	3. ...	
	4. ...	
D	5. A published monograph that is not presented as a major habilitation work	30
	6. A book published on the basis of a dissertation thesis for the award of educational and scientific degree "Doctor" or scientific degree "Doctor of Sciences"	30
	7. Scientific article published in scientific editions, referenced and indexed in world-renowned scientific information databases	40/n or distributed on a proportion based on contribution protocol
	8. Scientific article published in non-refereed scientific peer-reviewed journals or in peer-reviewed collective volumes	20/n or distributed on a proportion based on contribution protocol
	9. Published chapter of a collective monograph	10/n
E	10. ... 12. ...	
F	13. ... 23. ...	

Area 5. Technical Sciences

Professional field:

5.13. General Engineering

Table 1. Minimum required points by groups of indicators for different scientific degrees and academic positions

A group of indicators	Content	Doctor (PhD)	Doctor of Science	Chief Assistant Professor	Associate Professor	Professor
A	Indicator 1	50	50	50	50	50
B	Indicator 2	-	100	-	-	-
C	Indicators 3 or 4	-	-	-	100	100
D	Sum of indicators 5 to 11	30	100	-	200	200
E	Sum of indicators 12 to 15	-	100	-	50	100
F	Sum of indicators from 16 to the end	-	-	-	-	150

Table 2. Number of points by indicators

A group of indicators	Indicator	Number of points
A	1. Dissertation thesis for awarding educational and scientific degree "Doctor"	50
B	2. ...	
C	3. ...	
	4. ...	
D	5. A published monograph that is not presented as a major habilitation work	30
	6. A book published on the basis of a dissertation thesis for the award of educational and scientific degree "Doctor" or scientific degree "Doctor of Sciences"	30
	7. Scientific article published in scientific editions, referenced and indexed in world-renowned scientific information databases	40/n or distributed on a proportion based on contribution protocol
	8. Scientific article published in non-refereed scientific peer-reviewed journals or in peer-reviewed collective volumes	20/n or distributed on a proportion based on contribution protocol
	9. Published chapter of a collective monograph	10/n
	10. Realized author's projects in the field of architecture or design	30/n
E	11. Leading (standalone) creative expression in the field of architecture or design	35
	12. ... 15. ...	
F	16. ... 28. ...	

Area 6. Agrarian Sciences and Veterinary Medicine

Professional field:

6.1. Plant Growing

6.2. Plant Protection

6.3. Livestock breeding

6.4. Veterinary Medicine

6.5. Forestry

Table 1. Minimum required points by groups of indicators for different scientific degrees and academic positions

A group of indicators	Content	Doctor (PhD)	Doctor of Science	Chief Assistant Professor	Associate Professor	Professor
A	Indicator 1	50	50	50	50	50
B	Indicator 2	-	100	-	-	-
C	Indicators 3 or 4	-	-	-	100	100
D	Sum of indicators 5 to 12	30	100	-	200	200
E	Sum of indicators 13 to 15	-	100	-	50	100
F	Sum of indicators from 16 to the end	-	-	-	-	100

Table 2. Number of points by indicators

A group of indicators	Indicator	Number of points
A	1. Dissertation thesis for awarding educational and scientific degree "Doctor"	50
B	2. ...	
C	3. ...	
	4. ...	
D	5. A published monograph that is not presented as a major habilitation work	100
	6. A book published on the basis of a dissertation thesis for the award of educational and scientific degree "Doctor" or scientific degree "Doctor of Sciences"	40
	7. Articles and reports published in scientific editions, referenced and indexed in world-renowned scientific information databases	30/n or distributed on a proportion based on contribution protocol
	8. Articles and reports published in non-refereed scientific peer-reviewed journals or in peer-reviewed collective volumes	10/n or distributed on a proportion based on contribution protocol
	9. Studies published in scientific editions, referenced and indexed in world-renowned scientific information databases	45/n or distributed on a proportion based on contribution protocol
	10. Studies published in non-refereed scientific peer-reviewed journals or in published collective volumes	15/n or distributed on a proportion based on contribution protocol
	11. Published chapter of a collective monograph	20/n
E	12. Created lines and varieties, breeds/races of animals with n participants	50/n
	13. ... 15. ...	
F	16. ... 24. ...	

Notes:

1. The fulfilment of the minimum national requirements is only a condition for admission to participation in the procedures under the ADASRB.

3. The Ministry of Education and Science through the NACID maintains a **List of contemporary Bulgarian scientific publications**, referenced and indexed in world-renowned scientific information databases and performs the respective reports on foreign scientific publications, referenced and indexed in world-renowned scientific information databases.

The NACID defines the world-renowned scientific information databases, relevant to the respective professional field.

4. (Suppl. – 2019) The Ministry of Education and Science through the NACID creates and maintains the **National Reference List of contemporary Bulgarian scientific publications with scientific review**. On the basis of this list, publications and citations in scientific journals with scientific review, which are not referenced and indexed, are counted, as the publications and citations are equated to publications and citations in referenced and indexed journals through the respective numerical values of correspondence. At the discretion of the scientific jury or of the faculty, or respectively the scientific council, foreign reviewed scientific publications, which are not referenced and indexed in world-renowned scientific information databases, are equated to Bulgarian reviewed scientific publications.

6. (Corr. – 2019) **A different treatment of articles with one author and with several co-authors is applied** in the different professional fields.

In most areas the coefficient of the article shall be divided equally by the co-authors, with “n” denoting their number. An exception is made for the professional field 4.4. Earth Sciences of Area 4 and Areas 5, 6 and 7, where the leading contribution has an important role. If the authors have signed a protocol to determine their contribution in the publication, the points shall be distributed on the basis of the ratio in the protocol. Letters from all co-authors shall also be accepted as a protocol for determining the contribution.

7. The system enables the **aggregation of coefficients within one group of indicators** (A, B, C, D, E and F)¹, so that internal compensation can be made and the missing points of one indicator can be supplemented by points from another indicator.

9. (Suppl. – 2019) Of the total number of citations shall be subtracted those citations, where the cited and citing publication have at least one common author (i.e. self-citations). Each citation shall be counted only once for a given citing publication, regardless of how many times it has been mentioned in the text of the citing publication. Citations of all scientific works of the candidate can be presented, as the citations, presented for the purposes of one procedure cannot be used in another procedure. A review of one publication is equated to one citation of the same publication. Only the reviews of candidate’s publications shall be counted, but not the reviews, written by the candidate.

10. Articles, studies, monographs, etc., which have been accepted for publication in journals with ISSN or ISBN and **this has been verified by a certificate from the respective publisher, shall also be considered as “published”**.

¹ (A, Б, В, Г, Д и Е) in Bulgarian language