



**РУСЕНСКИ УНИВЕРСИТЕТ
„АНГЕЛ КЪНЧЕВ“**

**PROCEDURAL RULES
FOR ACQUIRING SCIENTIFIC DEGREES
AND HOLDING ACADEMIC POSITIONS**

2019

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Chapter One GENERAL TERMS

1. These rules regulate the procedures for acquiring scientific degrees, holding academic positions, as well as lecturer positions at “Angel Kanchev” University of Ruse, in accordance with the requirements of the Law for Academic Staff Development in the Republic of Bulgaria (LASDRB), the Regulations for applying the Law for Development of Academic Staff in the Republic of Bulgaria (RALASDRB), the Higher Education Law (HEL) and the Regulations for the activities of the University of Ruse

2. The scientific degrees at the University of Ruse are:

- Doctor (PhD);
- Doctor of Sciences (DSc).

3. The academic positions at the University of Ruse are:

- Assistant;
- Principal Assistant;
- Associate Professor;
- Professor.

4. The lecturer positions at the University of Ruse are:

- Lecturer;
- Senior lecturer;
- Part-time lecturer;
- Visiting lecturer;
- Specialist and Expert.

5. Scientific degrees acquired abroad are recognized by the University of Ruse under Art. 5 para. 3, 4, and 5 of the LASDRB.

6. An individual can transfer from another higher school or scientific organisation, incl. from other European countries to the same academic position in the University of Ruse, without the need to participate in a competition and can be elected after a proposal from the respective Faculty Council with a Decision of the Academic Council if the following conditions are met:

- meeting the requirements for holding the respective academic position at the University of Ruse;
- availability of full-time position at the university, the faculty and the respective department.

7. The ratio of the academic positions Assistant, Principal Assistant, Associate Professor and Professor at the University of Ruse is determined by decisions of the Academic Council.

Chapter Two PROCEDURE FOR ACQUIRING SCIENTIFIC DEGREES

Section I Procedure for acquiring the educational and scientific degree DOCTOR (PhD)

I. General terms

1. The Doctoral studies are an iterative process of training and research with the aim to solve a real problem from the theory or practice by applying a scientific approach and using scientific methods and means.

2. Individuals who have acquired an educational qualification degree Master have the right to apply for a doctoral (PhD) degree.

3. The study for acquiring educational and scientific degree Doctor (PhD) at the University of Ruse is carried out in full-time, part-time, independent or distance learning mode, the latter being organised in compliance with the Ordinance on the state requirements for organising distance learning in higher schools.

4. The doctoral study involves PhD programmes in scientific specialties, accredited by the National Evaluation and Accreditation Agency (NEAA).

5. The doctoral study is conducted in a department with at least one habilitated lecturer from the respective accredited professional field.

6. The doctoral study is conducted following a curriculum, observing the conditions of the Law of Higher Education (LHE), the Law for Development of Academic Staff in the Republic of Bulgaria (LASDRB) and the Regulations for applying the Law for Development of Academic Staff in the Republic of Bulgaria (RALASDRB) – and these procedural rules.

7. The duration of study in the different modes is as follows:

- Full-time doctoral studies have a duration of three years with a minimum of two years;
- Full-time doctoral studies have a duration of up to four years with a minimum of three years;
- Independent doctoral studies have a duration of up to three years with a minimum of half a year;
- Distance learning doctoral studies have a duration of up to four years with a minimum of three years.

8. The duration of doctoral studies can be extended with an Order from the Rector based on a Decision of the respective Faculty Council, but not for more than a year. During the extended period the full-time PhD students do not receive a scholarship.

9. Interruption of doctoral studies in full-time or part-time form for valid reasons (Continuous illness, maternity, serious family reasons, etc.) is allowed with a Decision of the respective Faculty Council, at the request from the PhD student and after a positive opinion of the supervisor(s). For part-time PhD students the interruption cannot be longer than 2 years, and for the full-time PhD students – not longer than 1 year. An exception is made for full-time students for up to a 2-year interruption in case of maternity or continuous illness.

The PhD students do not receive scholarships for the duration of the interruption. The interruption period is not considered a study period.

10. For a transfer from full-time to part-time doctoral study mode a Decision of the

respective Faculty Council is required on condition that the necessary financial support for the study process is provided. The transfer is conducted following an Order by the Rector.

II. Admission of PhD students in full-time and part-time mode of study

11. The admission of PhD students in full-time and part-time mode of study is based on a competition.

12. A competition for admission of PhD students in full-time and part-time mode of study is declared following a proposal from the respective department and after a decision of the respective Faculty Council. There should be a scientific supervisor, a conceptual dissertation project, including an issue and a working title, as well as a questionnaire for the competition exam, verified by the Head of the department.

13. The scientific supervisor should be a habilitated full-time lecturer at the University of Ruse. In the case of interdisciplinary conceptual project, there can be two scientific supervisors, of whom at least one is a full-time lecturer at the University of Ruse. The supervision of the PhD student can be conducted by a Bulgarian and a foreign supervisor, in compliance with Regulations for Applying the Law for Development of Academic Staff in the Republic of Bulgaria (RALASDRB).

14. The exam questionnaire for the scientific specialty can be amended and supplemented, depending on the conceptual project.

15. The competition is to be announced in the State Gazette (SG) and in the specialized website of the University, when there is an extract from the Minutes of the respective Faculty Council with a decision for declaring a competition, a conceptual dissertation project and a questionnaire for the competition exam in the field of the specialty. The competition announcement should contain a professional field and a PhD programme, accredited by NEAA, a deadline and a venue for submitting application documents. The information about the competition is to be sent to the National Centre for Information and Documentation (NACID) for publishing not later than 7 days after the decision for holding it.

16. The deadline for submission of application documents for participation in the competition is 2 months and starts from the date of publication of the announcement in State Gazette.

17. Within the specified period for participation in the competition for training of PhD students in full-time or part-time mode, the candidates who are Bulgarian citizens should submit to the University Department of Academic Staff Development (ASD), receiving an incoming number, the following documents:

- Sample application form for participation in the competition, including a selection of a foreign language for a second exam in it;
- Professional CV with e-mail address and telephone numbers for contact;
- Copy of the Diploma with supplement for a Bachelor's degree (if there is one);
- Copy of the Diploma with supplement for a Master's degree;
- List of publications (if there are such).

Each document attached to the application form if it is not signed by the respective official, should be signed by the candidate.

18. Candidates, who are Bulgarian citizens and have graduated from foreign universities can apply for doctoral studies after their degree has been recognized according to the Ordinance for the state requirements for recognition of higher education acquired and periods of study completed in foreign higher education institutions, adopted by Decree № 168 of the Council of Ministers of the year 2000 (publ. in, SG, issue 69 of 2000; amendments, issues 25 and 79 of 2009, issue 59 of 2010, issue 102 of 2011, issue 62 of 2013, issue 76 of 2016 and issue 86 of 2017).

19. Candidates, who are not Bulgarian citizens, apply for the competition according to Art. 13 and Art. 13a of OT RALASDRB.

20. The Commission for scientific and staff development of the faculty issues permission

for participation in the competition to the candidates.

21. Within 14 days after the deadline for submission of application documents, the Commission from item 20 reviews the documents of the candidates for compliance with the requirements for admission of LASDRB and RALASDRB, as well as the conditions in this document and decides on the admissibility or inadmissibility of the candidates. It prepares a Minutes to this effect, signed by all members of the Commission. In the Minutes, the motives for admissibility or inadmissibility of each candidate are recorded.

22. Within 3 days after the meeting of the Commission from item 21, the Dean of the Faculty/ Director of the Branch sends electronic mail with return receipt to all candidates informing them whether they are admitted to the competition and providing motivation to those candidates found inadmissible.

23. The admitted candidates are informed about the dates of the exams, the information including the concept project and a questionnaire for the exam on the doctoral programme. The information is sent by e-mail with return receipt at least 1 month before the exam on the doctoral programme scientific area.

24. The candidates who are not admitted to the competition may file an objection to the Dean of the Faculty/ Director of the Branch within 7 days from the date of notification.

25. The Dean of the Faculty/ Director of the Branch assigns a new Commission of three habilitated lecturers to rule on the objection. Based on the Commission's report, the Dean/ Director takes a final decision within 10 days of receiving the objection.

26. The competition includes an exam in the scientific area of the doctoral programme chosen by the candidate and an exam in a foreign language (English, German, French).

27. The exams are held by Exam commissions, appointed with a Rector's Order. The dates for holding the exams are mentioned in the Order.

28. The Exam commission for the scientific specialty includes at least three habilitated persons. For interdisciplinary concept project at least one of the members should be from the other scientific area, relevant to the concept project. The scientific supervisor should be a member of the Exam commission.

29. The Exam commission for the foreign language includes at least two lecturers, who could be non-habilitated.

30. The exam procedure is conducted as follows:

- Exam in the scientific specialty – written and oral. The written exam covers questions from the questionnaire announced to the candidates. Candidates must have a grade of at least Very good (4,50) from the written exam in order to be admitted to the oral part of the exam. The oral part consists of two parts: exam on questions from the questionnaire and discussion on the concept project of the dissertation. To be considered successful, candidates should have an average grade from the written and oral exam at least Very good (5,00);
- Exam in a foreign language is held according to additional „Instructions for preparing and taking an exam in a foreign language“. Only candidates who have successfully passed their specialty exam are admitted to the language exam. To be considered successful, candidates should have an average grade at least Good (4,00). The exam in a foreign language is scheduled after the specialty exam;
- The grades from the exams are formed with an accuracy of up to 0,25 and are recorded in a Minutes, signed by all members of the Commissions. Then the candidates are informed about their grades.

31. The successful candidates from the two exams are ranked according to their results from the specialty exam; in case of equal grades, the grades from the foreign language exam are taken into consideration. With an open ballot and a simple majority, the faculty council decides to enroll the first candidate in the ranking and assigns the scientific supervisor – one or two, according to the requirements of item 13. In case of two equal results from the two exams, the selection of a PhD student is done according to additional criteria – scientific

publications, grades on specialised disciplines from the Master degree course.

32. Based on the decision of the Faculty Council on item 31, the Rector issues an Order for enrollment of the doctoral student. The Order specifies: the mode of study; the term of study; the professional field; the scientific area(s); the dissertation topic; the training department; the scientific supervisor(s).

III. Admission of doctoral students in the independent mode of study.

33. Admission of doctoral students in the independent mode of study is carried out without exams during the academic year.

34. The candidate should be ready with the main part of his/her dissertation and should present copies of at least 3 published scientific publications, of which 2 on the topic of the dissertation. It is recommended that at least 1 of them be published in a specialised journal in a foreign language and at least 1 of them – authored by the candidate alone.

35. The candidate should submit his/her application to the Head of the respective Department. In compliance with item 4, it should contain an application form for opening a procedure for enrolling him/her in an individual mode of study, accompanied by a project of the dissertation developed in its main part, bibliography, copies of the publications on the dissertation topic and a proposal for a scientific supervisor, in compliance with item 13, if there is one.

36. Within 14 days from the receipt of the application. The Head of the respective department schedules a meeting of the Department Council, where the candidate presents his/her work in the presence of scientific supervisor. The presentation is followed by a discussion. After the discussion, the Council conducts an open ballot and the candidate's work is approved by a simple majority, or discarded.

37. In case of a positive opinion of the Council, within 3 days of the department meeting, the Head of the training department sends to the Dean of the respective faculty/ Director of a Branch a proposal for enrolling the doctoral student in an individual mode of study. The proposal should contain the professional field and the specialty; the scientific area(s) of research; the topic of the dissertation; the scientific supervisor (if there is one).

38. Based on the proposal in item 37, the Faculty Council decides to enroll the doctoral student and approves the dissertation topic, the individual study plan and the scientific supervisor (if there is one).

39. Based on the decision of the Faculty Council in item 38, within 7 days the rector issues an Order for enrolment of the doctoral student. The Order specifies: the mode of study; the term of study; the professional field; the scientific area(s); the dissertation topic; the training department; the scientific supervisor(s).

40. If the doctoral student in an independent mode of study is not a full-time employee of the University, he/she pays an annual tuition fee, according to approved regulations.

IV. Organisation of doctoral studies.

41. In the course of study, the scientific supervisor:

- Specifies a workplace and provides conditions for the doctoral student to conduct theoretical and experimental research;
- Controls the attendance of the doctoral student at the workplace and the implementation of the tasks set;
- Aids through consultations the overall preparation of the doctoral student and the development of the dissertation;
- Is responsible to the training department and the Faculty Council for the outcomes of the doctoral studies;
- At the end of each academic year, presents a written evaluation of the doctoral student's work, in compliance with item 48.

42. The training of the doctoral students includes the following activities:

- Attendance and participation in the work of courses (seminars, tutorials at a PhD level);
- Exams (one or more) from the doctoral minimum;
- Teaching and/or expert activity;
- Research;
- Participation in scientific forums (national and/or international);
- Development of a PhD thesis.

43. The training of doctoral students in all modes of training is conducted under an individual plan, whose parameters, content, structure and development must comply with the model approved by the Academic Council.

44. The individual plan specifies the direction of the doctoral studies and consists of a general curriculum for the entire period and an annual work plan. The individual curriculum contains:

- Problem and topic of the dissertation;
- Distribution of all activities by year;
- Attendance of a specified lecture cycle, seminars, conferences and other public scientific performance;
- Exams and deadlines for taking them;
- Stages and deadlines for preparation of the dissertation.

45. The individual curriculum is prepared by the doctoral student and his/her scientific supervisor, and is discussed and approved by the respective Faculty Council. For full-time and part-time mode of study, the curriculum is approved by the Faculty Council within 2 months of the enrollment in the Rector's Order, and for the individual mode of study – in compliance with item 38.

46. The doctoral student sits for exam(s) for doctoral minimum under the individual curriculum before a commission appointed by the Rector, comprising at least 3 habilitated lecturers, incl. the scientific supervisor of the doctoral student. The exam is considered successful with a minimum grade of Very good (5.00).

47. The doctoral students are attested by the respective Faculty Council at the end of each academic year – by the end of June of the current year at latest.

48. For the attestation, the doctoral student presents to the Council of the training department a report for the activities, containing scientific part (reporting the results obtained) and a report for completing the individual curriculum. The scientific supervisor submits a written evaluation of the work of the doctoral student.

49. In relation to the certification in item 48, the Council of the teaching unit approves:

- Opinion on the implementation of the individual curriculum and evaluation of the doctoral student's activities;
- Proposal for attestation of the doctoral student with an overall assessment which can be: unsatisfactory, satisfactory, good and very good are made. Assigning a good or very good assessment grade reflects the implementation of the individual curriculum, in which the doctoral student's activity is ahead of or on schedule with the curriculum. The assessment grade is satisfactory when a delay has been registered, which could be overcome. The grade is unsatisfactory if there is an unsurmountable delay and non-fulfilment of the activities in the attestation period. The attestation is positive when the grade for the work of the doctoral student is very good, good or satisfactory. It is negative when the grade is unsatisfactory. Approving such a grade gives grounds for applying the regulations of item 55 of this procedure;
- Proposal for specification of the scientific curriculum for the next year;
- Recommendations for further development of the doctoral studies, which, when necessary, may include specifying the topic or change of scientific supervisor.

50. The training department's proposal for attestation of a doctoral student is to be

reviewed and approved by the Faculty Council.

51. A change of the dissertation topic and the scientific supervisor is allowed as an exception, but not later than 3 months before the date for preliminary discussion on the dissertation. The change is done by Rector's Order, based on the decision of the Faculty Council after a proposal from the training department's Council.

52. Besides the reporting under item 48, the full-time doctoral students report on their work at the end of each quarter (by 15 December, 31 March, 30 June and 30 September), submitting to the Dean of the respective faculty a report for implementation of the individual curriculum, attaching:

- A report for the work done on the dissertation or the doctoral minimum, certified by the scientific supervisor and supported by evidence;
- A report for the teaching activity, certified by the Head of the training department.

53. Based on the reports under item 52, the Dean of the Faculty/ Director of the Branch submit to the Rector a report on the implementation by the full-time doctoral students of the mandatory requirements in their approved individual curricula.

54. The doctoral students are obliged:

- To perform the tasks recorded in their individual curricula successfully and on time, as well as the current tasks assigned to them by their supervisors and directly related the development of their dissertations;
- To comply with the requirements of the internal regulations of the University;
- To preserve the name and the prestige of the University.

55. When a negative attestation is received or the obligations under item 54 are not fulfilled, the doctoral students can be released, in accordance with Art. 74, para. 2 of HEL. A doctoral student can be released after a Decision of the respective Faculty Council and a Rector's Order. The full-time doctoral students released are obliged to recover the expenses of the University with their own funds.

56. In order to be eligible for defense of the dissertation for awarding a PhD degree, the doctoral student should have met the following requirements:

- To be released with the right to defend his/her dissertation thesis;
- To have completed his/her dissertation, which reflects the outcomes from his/her theoretical and experimental research to the full.
- To meet the minimum national requirements under Art. 2b, para. 2 and 3 of LASDRB and RALASDRB.

57. The doctoral student obtains the right to defend his/her dissertation after implementing the activities in the training process, successfully passing the exams from his/her individual curriculum and preparing substantially his/her dissertation. For this purpose, he/she needs to submit to the Council of the teaching unit:

- Certificates for completed courses of training;
- Minutes from the exams from the doctoral minimum;
- Copies of the scientific publications on the dissertation topic in compliance with Annex 5;
- Evaluation from the scientific supervisor for the work done during the entire course of training.

57a. Within 1 month after the expiration of the training period, the training department proposed to the Faculty Council the doctoral student to be released with or without the right to defend his/her thesis.

58. The right to defend the dissertation is acquired with a Decision of the Faculty Council during its first meeting after the proposal of the training department's council has been submitted.

59. The doctoral students who have acquired the right to defend their dissertations, are released with the right of defense granted by a Rector's Order.

60. The doctoral students who have not acquired the right of defense are released

without the right to defend their dissertations by a Rector's Order.

61. The dissertation must show that the candidate possesses in-depth theoretical knowledge in the respective scientific area and abilities for individual research. It must contain scientific and/or scientifically applied results, which represent an original contribution to science.

62. The dissertation should be presented in a form and volume corresponding to the specific requirements of the training department. It should contain: title page, contents, introduction, exposition, conclusion – a summary of the results obtain with a declaration of originality, bibliography.

63. Within 5 years after being released with the right of defense, the doctoral students have the right to initiate the defense of their dissertation.

V. Preliminary discussion of the dissertation.

64. The doctoral student presents his/her dissertation to his/her scientific supervisor, who assesses its readiness for defense and is obliged to provide a statement within a month of the presentation of the dissertation. With a positive assessment of the doctoral student's readiness to defend his/her dissertation, the scientific supervisor, in coordination with the Head of the training department, prepares a report to the Vice-rector of research with a proposal to open a procedure for preliminary discussion, which includes date, time and place for holding the discussion and possible extension of the training department Council, in accordance with item 65.

64a. With a negative assessment of the scientific advisor, as well as when there is no statement within the respective period, the doctoral student may refer the matter to the Council of the training department, which decides definitively on the readiness for defense.

65. The procedure for preliminary discussion is held before the Council of the training department, which can be extended by Rector's Order or a person authorized by the Rector. The extended Council of the training unit should include: at least five habilitated persons, at least one professor and the scientific supervisor. When the dissertation topic is interdisciplinary, at least one habilitated member of the extended Council should be from another scientific area, relevant to the dissertation.

66. With a special Order, the Rector schedules the preliminary discussion of the dissertation, approves by name the members and chairperson of the Council, assigns at least one internal reviewer, the date, time and place of the discussion. Only individuals, holding academic positions under Art. 3, para. 3 of the LASDRB or habilitated individuals who are retired can be members of the Council.

67. A working copy of the dissertation and the long abstract should be left in the department for public use.

68. The meeting of the training department Council under item 66 is legitimate when at least 2/3 of all members are present, it is chaired by the Head of the department and proceeds with the following agenda:

- The Chairperson presents the doctoral student and the scientific supervisor;
- Within 30 min. the doctoral student makes a short presentation of the main results from the dissertation;
- The scientific supervisor presents his/her evaluation of the dissertation and the work of the doctoral student;
- The internal reviewer presents his/her review;
- Council members can ask questions and express their opinions;
- The doctoral student answers the questions and comments on the recommendations.

69. By open ballot and simple majority, the Council decides on the readiness for defense. When the decision is positive, the Council discusses and proposes the members of the scientific panel. The scientific supervisor and the doctoral student are obliged to

participate in the discussion on the panel composition and can make proposals for members.

70. When the decision is negative, the procedure of the preliminary discussion of the dissertation can be repeated not earlier than 3 months from the date of the first discussion.

71. Within 3 days of the date of the preliminary discussion, the Head of the training department presents a report to the Dean of the faculty/ Director of Branch on the decisions made under item 69.

72. In case the candidate has submitted to the Department of Academic Staff Development (ASD) the documents under item 79, based on the report of the Head of the training department under item 71, the Faculty Council specifies the scientific panel and makes a proposal to the Rector for approval of its membership, as well as about the date of defense within 1 month of the date of preliminary discussion of the dissertation.

73. The scientific panel comprises 5 habilitated persons in the respective scientific area (s). At least one of the panel members should be a professor. At least three of the members should be external for the University. The scientific supervisor cannot be a member of the panel. When the dissertation is interdisciplinary, at least one member of the panel should come from the other scientific area, related to the dissertation. Two back-up members are also proposed – it is recommended that one is an external professor and the other – an external habilitated person. Members of the scientific panel should meet the minimum national requirements under Art. 2b, para. 2 and 3 of LASDRB in the respective scientific area and professional field of the defense procedure. Persons who do not meet the requirements under Art. 4, para 5 of LASDRB cannot be elected as members of the scientific panel. The habilitated persons selected as members of the panel fill in and sign declarations: for agreement; for meeting the minimum national requirements under Art. 2b, para. 2 and 3 of LASDRB in the respective scientific area and professional field of the defense procedure; for meeting the terms of Art. 4, para 5 of LASDRB in the model in Annex 8. Correspondence addresses are provided in the declarations.

74. The members selected for the scientific panel should be Bulgarian citizens – habilitated and/or recognized foreign scientists in the respective scientific area and, if possible, in the respective professional field or specialty.

75. Persons who are related to the candidate for PhD acquisition, in terms of para 1, item 5 of RALASDRB, as well as persons who have another interest that can affect the impartial and objective performance of their work as panel members, cannot be elected as such.

76. Within 7 days from the proposal of the Faculty Council under item 72, the Rector approves with an Order the members of the scientific panel and the defense date – within 5 months of the date of preliminary defense.

77. The topic of the dissertation, its author, the members of the panel and the date of the public defense are published in the specialised website of the University.

78. The meetings of the panel proceed under the following rules:

- The first meeting of the panel is convened by the Head of the scientific unit, in compliance with the Rector's Order under item 66. During this meeting a Chairperson is elected – one of the internal members, holding an academic position, and two reviewers are assigned;
- All subsequent meetings are convened by the Chairperson of the panel;
- Meetings cannot be held with fewer than five members;
- Absentee participation of all or some members of the panel is allowed, with the discussion and voting held using technical means and technologies, their use being expressly provided for in these procedural rules. The Head of the training department participates in these meetings as an observer;
- The meeting for defense of the dissertation for acquiring a PhD degree is open for the public and mandatory for all panel members.

- The decisions of the panel are made by open ballot and simple majority from its list of members;
- There should be Minutes from all meetings of the panel;
- If it is impossible for a full member of the panel to participate in its work, he/she is automatically replaced by a reserve member, according to the requirements of item 73;
- The coordination and provision of participation of the members of the scientific panel in the meetings is the obligation of its Chairperson.

VI. Defense of the dissertation.

79. Within 14 days of the date for preliminary discussion of the dissertation, the doctoral student should submit to the department of ASD the following documents, for which he/she will obtain an incoming number:

- Application for readiness for participation in a procedure of dissertation defense – sample form;
- Rector's order for releasing the doctoral student with the right to defend his/her dissertation;
- Professional CV;
- List of publications, related to the dissertation topic and known citations (if any);
- Copies of publications;
- Declaration for originality;
- Certificate for implementation of the minimum national requirements under Art. 2b, para 2 and 3 of LASDRB, specified in RALASDRB (annex 6) in the respective scientific area and professional field of the defense procedure, with the personal data of the candidate;
- Dissertation;
- Long abstract with the scientific contributions;
- CD with all the above-listed documents (without the publications).

Each document attached to the application form which is not signed by the respective official should be signed by the candidate.

79a. Persons who meet the minimum national requirements under Art. 2b, para 2 and 3 of LASDRB, specified in RALASDRB are allowed to defend their dissertation.

80. Within 3 days of the Rector's Order issuance under item 76, the Head of the training department should be notified.

81. Within 14 days of the Rector's Order issuance under item 76, the Head of the training department convenes a meeting for assigning a Chairperson and two reviewers, at least one of whom should be external for the University. All members of the panel receive the professional CV of the doctoral student, copies of all publications on the dissertation topic and a copy of the long abstract while the reviewers receive a copy of the dissertation each.

82. A copy of the professional CV of the doctoral student, copies of the publications, the dissertation and the long abstract are deposited in the training department for the public.

83. The members of the panel prepare two reviews and three opinions, according to the requirements of LASDRB. The reviews and opinions end with a positive or negative evaluation and are to be submitted to the ASD office within 3 months of the date in the Rector's Order for approval of the scientific panel.

84. The dissertation long abstract, the reference certifying the fulfillment of the minimum national requirements under Art.2b, para. 2 and 3 of LASDRB, specified in RALASDRB (Annex 6), the reviews and opinions are published in the specialised University website. The long abstract and the reference are published by the doctoral student while the reviews and opinions are sent to the website administrator and are published by him/her.

85. Within 1 month after the publication of the long abstract, the reviews and opinions, the scientific panel holds an open meeting for the dissertation defense. The open meeting

has the following agenda:

- The Chairperson of the scientific panel presents the doctoral student;
- Within 20 min. the doctoral student makes a short presentation of the main results from the dissertation;
- The scientific supervisor presents the reviews and opinions of the scientific panel members;
- The scientific panel members and anybody from the audience can ask questions and express their opinions;
- Each scientific panel member announces publicly his/her final evaluation – positive or negative;
- The Chairperson of the scientific panel announces the result from the defense.

86. A dissertation is defended successfully if it has received 3 or more positive evaluations.

87. The unsuccessful dissertation is returned for editing if the candidate so wishes. Within 1 year of the return a new defense procedure is announced. The second defense procedure is final.

88. The educational and scientific degree Doctor is acquired from the day of the successful defense of the dissertation.

89. The acquisition of educational and scientific degree Doctor is certified by a diploma according to a unified sample, approved by the Minister of education and science and issued in Bulgarian language. Upon request by the degree holder, a supplement in English shall be issued. Within 3 days of its issuance, the diploma shall be sent to the Ministry of Education and Science for registration.

89a. Within 7 days, the holders of educational and scientific degree Doctor shall present to the ASD office the following documents:

- dissertation paper copy - 2;
- dissertation electronic copy – 1 PDF file;
- long abstract paper copy – 2;
- long abstract electronic copy – 1 PDF file;
- NACID information cards in Bulgarian and English (according to Annex 13 and 14) – 1 paper and one electronic copy each (Word files).

90. Within 14 days of the date of issuance of the diploma, the Head of ASD sends to the NACID with the Ministry of Education and Science (MES):

- Cover letter containing the three names of the author, the dissertation title, the scientific area and professional field, a contact person;
- Copy of the diploma;
- Filled in information cards in Bulgarian and English, paper and electronic copy - Annexes 13 and 14;
- Dissertation and long abstract paper and electronic copy.

91. Within 14 days of the date of issuance of the diploma, the Head of ASD sends to the National Library “St. St. Cyril and Methodius” the dissertation and long abstract paper copy.

92. The funds for the financial and material provision of the dissertations developed are approved annually by the Rector by types of expenses: training expenses and social and accommodation expenses. The financing of the experimental work for each dissertation is done in separate annual accounts, approved by the Rector of the University.

93. The expenses related to the defense of the dissertation of full-time and part-time doctoral students, studying at the University are covered only if the application for readiness for defense is filed no later than 1 year after the deadline of doctoral study has expired.

94. The expenses related to the training at the University and the defense of the dissertations, developed by individuals from the academic university staff are covered by the University.

95. The expenses related to the training at other higher schools or scientific

organisations and defense of dissertations, developed by individuals from the academic university staff, are covered by the University after a decision of the Academic Council and only if they are in professional fields and specialties, which are not accredited in the University.

96. The expenses related to the training and the defense of the dissertations by doctoral students in individual and distance learning mode of study, who do not and did not have full-time appointment as assistants with the University of Ruse, are covered by the doctoral students themselves or by the respective higher schools or scientific organisations.

97. Doctoral students, who are not Bulgarian citizens, pay an annual tuition fee, according to approved regulations.

98. Bulgarian doctoral students in full-time study mode are entitled to receive a one-time additional scholarship, according to Decree of the Council of Ministers 90/26.05.2000. (last updated in 2018)

Section II Procedures for acquiring scientific degree DOCTOR OF SCIENCES

I. General terms.

1. The scientific degree Doctor of Sciences at the University of Ruse is acquired in professional fields and specialties accredited by NEAA for the educational and scientific degree Doctor, under the terms and conditions of HEL.

2. For acquisition of the scientific degree Doctor of Sciences the candidates should have educational and scientific degree Doctor and meet the minimum national requirements under Art. 2b, para. 2 and 3 of LASDRB. If the individual has defended his/her doctoral dissertation abroad, the PhD degree should be recognized in Bulgaria, under the relevant order specified in LASDRB and RALASDRB.

3. The dissertation should contain theoretic summaries and solutions to major scientific and applied science problems which correspond to modern achievements and represent a significant and original contribution to science.

4. The dissertation should be prepared personally and should not repeat literally the topic and a considerable part of the content of the PhD dissertation.

5. The scientific unit where the dissertation for acquiring the scientific degree Doctor of Sciences can be any department, where there is at least one habilitated person from the respective scientific area of the dissertation.

II. Presenting the dissertation before the scientific unit.

6. The candidate should have developed his dissertation completely and meet the criteria of Annex 5.

7. The candidate submits to the Head of the scientific unit an application for opening a procedure for defending a dissertation for acquiring a scientific degree Doctor of Sciences.

8. The dissertation, a long abstract with the scientific contributions and copies of all publications, related to it.

9. Within 1 month of the submission of the application, the Head of the scientific unit schedules a meeting of the Council, where the dissertation has been submitted and the candidate presents his/her dissertation during this meeting.

10. The discussion in the Council of the scientific unit is held when there is a 2/3 quorum of the academic staff and under the following agenda:

- The Head of the scientific unit presents the candidate;
- Within 25 min. the doctoral student makes a short presentation of the main results from the dissertation;
- The members of the unit can ask questions and express their opinions;
- The candidate answers the questions posed and recommendations made.

11. In case the requirements under item 6 are met, with open ballot and simple majority, the Council approves or not the work of the candidate. When the decision is positive, a proposal for two preliminary reviewers – professors or doctors of sciences is discussed, as well as a possible expansion of the scientific unit Council for preliminary discussion of the dissertation.

12. Within 7 days the Head of the unit presents to the Dean of the respective faculty a report with a proposal for opening a procedure for preliminary discussion of the dissertation, assigning of two preliminary reviewers and a possible expansion of the scientific unit's staff for preliminary discussion.

13. Based on the proposal from item 12, the Faculty Council decides at its next meeting to hold a preliminary discussion of the dissertation, assigns preliminary reviewers and possibly, an extended staff of the scientific unit.

14. The extended unit staff includes at least seven habilitated persons in the scientific area of the dissertation topic, of whom at least three are professors or doctors of sciences. When the dissertation is interdisciplinary, at least one habilitated member of the extended staff should be from the other scientific area, which the dissertation addresses.

15. Based on the decision of the Faculty Council from item 13, the Rector or a person authorized by him/her schedules preliminary discussion of the dissertation, approving by name the scientific unit staff, the Chairperson – the Head of the scientific unit, the preliminary reviewers, the place, date and time of the preliminary discussion. The date shall not be later than 1 month of the Faculty Council decision. The Council may consist only of individuals who take academic positions, as specified in Art. 2, para. 3 of LASDRB, or a habilitated with a pensioner's status.

III. Preliminary discussion of dissertation.

16. At least a week before the date of the preliminary discussion, one copy of the dissertation, long abstract and one copy of each publication should be left in the department for public use.

17. The Council meeting under item 15 is legitimate when at least 2/3 of all its members are present and proceeds under the following agenda:

- The Chairperson presents the candidate for acquiring the title Doctor of Sciences;
- Within 45 min. the candidate makes a short presentation of the main results from the dissertation;
- The preliminary reviewers present their reviews;
- Council members can ask questions and express their opinions;
- The candidate answers the questions and comments on the recommendations.

18. By open ballot and simple majority, the Council decides on the readiness for defense. When the decision is positive, the Council discusses and proposes the members of the scientific panel. The candidate for scientific degree Doctor of Sciences participates in the discussion on the panel composition and can make proposals for members.

19. When the decision is negative, the procedure of the preliminary discussion of the dissertation can be repeated not earlier than 3 months from the date of the first discussion.

20. Within 3 days of the date of the preliminary discussion, the Head of the scientific unit presents a report to the Dean of the Faculty/ Director of Branch on the decisions made under item 17.

21. Based on the report of the Head of the scientific unit under item 19, the Faculty Council specifies the scientific panel and makes a proposal to the Rector for approval of its membership, as well as about the date of defense within 1 month of the date of preliminary discussion of the dissertation.

22. The scientific panel comprises 7 habilitated persons in the scientific area of the dissertation topic. At least three of the panel members shall be professors. At least four of the members should be external for the University. When the dissertation is interdisciplinary, at least one member of the panel should come from the other scientific area, related to the dissertation. Two back-up members are also proposed – it is recommended that one is an external professor and the other – an internal habilitated person. Members of the scientific panel should meet the minimum national requirements under Art. 2b, para. 2 and 3 of LASDRB in the respective scientific area and professional field of the defense procedure. Persons who do not meet the requirements under Art. 4, para 5 of LASDRB cannot be elected as members of the scientific panel. The habilitated persons selected as members of the panel fill in and sign declarations: for agreement; for meeting the minimum national requirements under Art. 2b, para. 2 and 3 of LASDRB in the respective scientific area and professional field of the defense procedure; for meeting the terms of Art. 4, para 5, i.1.4 of LASDRB in the model in Annex 8. Correspondence addresses are provided in the

declarations.

23. The members selected for the scientific panel should be Bulgarian citizens – habilitated and/or recognized foreign scientists in the respective scientific area and, if possible, in the respective professional field or specialty.

24. Persons who are related to the candidate for acquiring PhD acquisition, in terms of para 1, item 5 of RALASDRB, as well as persons who have another interest that can affect the impartial and objective performance of their work as panel members, cannot be elected as such.

25. Within 7 days from the proposal of the Faculty Council under item 20, the Rector approves with an Order the members of the scientific panel and the defense date – within 5 months of the date of the Faculty Council’s decision for the scientific panel composition.

26. The topic of the dissertation, its author, the members of the panel and the date of the public defense are published in the specialised website of the University.

27. The meetings of the panel proceed under the following rules:

- The first meeting of the panel is convened by the Head of the scientific unit, in compliance with the Rector’s Order under item 25. During this meeting a Chairperson is elected – one of the internal members, holding an academic position, and the reviewers are assigned;
- All subsequent meetings are convened by the Chairperson of the panel;
- Meetings cannot be held with fewer than seven members;
- Absentee participation of all or some members of the panel is allowed, with the discussion and voting held using technical means and technologies, their use being expressly provided for in these procedural rules. The Head of the training department participates in these meetings as an observer;
- The meeting for defense of the dissertation for acquiring a Doctor of Sciences degree is open for the public and mandatory for all panel members.
- The decisions of the panel are made by open ballot and simple majority from its list of members;
- There should be Minutes from all meetings of the panel;
- If it is impossible for a full member of the panel to participate in its work, he/she is automatically replaced by a reserve member, according to the requirements of item 2173;
- The coordination and provision of participation of the members of the scientific panel in the meetings is the obligation of its Chairperson.

VI. Defense of the dissertation.

28. Within 14 days of the date for preliminary discussion of the dissertation, the candidate for scientific degree Doctor of Sciences should submit to the department of ASD the following documents, for which he/she will obtain an incoming number:

- Application for readiness for participation in a procedure of dissertation defense – sample form;
- Rector’s order for releasing the doctoral student with the right to defend his/her dissertation;
- Professional CV;
- List of publications and citations;
- Copies of all publications related to the dissertation topic;
- Declaration for originality;
- Certificate for implementation of the minimum national requirements under Art. 2b, para 2 and 3 of LASDRB, specified in RALASDRB (annex 6) in the respective scientific area and professional field of the defense procedure, with the personal data of the candidate;
- Dissertation;

- Long abstract with the scientific contributions;
- CD with all the above-listed documents (without the publications).

Each document attached to the application form which is not signed by the respective official should be signed by the candidate.

29. Persons who meet the minimum national requirements under Art. 2b, para 2 and 3 of LASDRB, specified in RALASDRB are allowed to defend their dissertation.

30. During its first meeting in correspondence with the Rector's Order from item 24, the scientific panel selects a Chairperson and assigns three reviewers, at least two of whom are to be professors and at least one is to be external for the University. All members of the panel receive a copy of the professional CV of the candidate, a copy of the long extract and copies of all publications on the dissertation topic while the reviewers also receive a copy of the dissertation each.

31. A copy of the professional CV of the candidate, copies of the publications, the dissertation and the long abstract are deposited in the training department for the interested public.

32. The members of the panel prepare 3 reviews and 4 opinions, according to the requirements of LASDRB. The reviews and opinions end with a positive or negative evaluation and are to be submitted to the ASD office within 3 months of the date in the Rector's Order for approval of the scientific panel.

33. The dissertation long abstract, the reference certifying the fulfillment of the minimum national requirements under Art.2b, para. 2 and 3 of LASDRB, specified in RALASDRB (Annex 6), the reviews and opinions are published in the specialised University website. The long abstract is published by the candidate while the reviews and opinions are sent to the website administrator and are published by him/her.

34. Not earlier than 1 month after the publication of the long abstract, the reviews and opinions, the scientific panel holds an open meeting for the dissertation defense. The open meeting proceeds under the following agenda:

- The Chairperson of the scientific panel presents the candidate for scientific degree Doctor of Sciences;
- Within 40 min. the candidate makes a short presentation of the main results from the dissertation;
- The Chairperson of the scientific panel presents the reviews and opinions of the scientific panel members;
- The scientific panel members and anybody from the audience can ask questions and express their opinions;
- Each scientific panel member announces publicly his/her final evaluation – positive or negative;
- The Chairperson of the scientific panel announces the result from the defense.

35. A dissertation is defended successfully if it has received 4 or more positive evaluations.

36. The unsuccessful dissertation is returned for editing if the candidate so wishes. Within 1 year of the return a new defense procedure is announced. The second defense procedure is final.

37. The scientific degree Doctor of Sciences is acquired from the day of the successful defense of the dissertation.

38. The acquisition of the scientific degree Doctor of Sciences is certified by a diploma according to a unified sample, approved by the Minister of education and science and issued in Bulgarian language. Upon request by the degree holder, a supplement in English shall be issued. Within 3 days of its issuance, the diploma shall be sent to the Ministry of Education and Science for registration.

38a. Within 7 days, the holders of the scientific degree Doctor of Sciences shall present to the ASD office the following documents:

- dissertation paper copy - 2;
- dissertation electronic copy – 1 PDF file;
- long abstract paper copy – 2;
- long abstract electronic copy – 1 PDF file;
- NACID information cards in Bulgarian and English (according to Annex 13 and 14) – 1 paper and one electronic copy each (Word files).

39. Within 14 days of the date of issuance of the diploma, the Head of ASD sends to the NACID with the Ministry of Education and Science (MES):

- Cover letter containing the three names of the author, the dissertation title, the scientific area and professional field, a contact person;
- Copy of the diploma;
- Filled in information cards in Bulgarian and English, paper and electronic copy - Annexes 13 and 14;
- Dissertation and long abstract paper and electronic copy.

40. Within 14 days of the date of issuance of the diploma, the Head of ASD sends to the National Library “St. St. Cyril and Methodius” the dissertation and long abstract paper copy.

41. The expenses related to defense of the dissertations, developed by individuals from the academic university staff are covered by the University.

42. The expenses related to defense of dissertations at other higher schools, developed by individuals from the academic university staff, are covered by the University after a decision of the Academic Council and only if they are in professional fields and specialties, which are not accredited in the University.

43. The expenses related to defense of dissertation, developed by individuals, who are not full-time members of the academic staff of the University of Ruse are covered by the individuals themselves or the respective higher schools and scientific organisations.

Chapter three PROCEDURE FOR HOLDING ACADEMIC POSITIONS

Section I

Procedure for holding the academic position

ASSISTANT

1. The academic position Assistant is taken in accordance with Section I of LASDRB and RALASDRB.

2. A competition for the academic position Assistant is announced if the respective teaching and/or research workload can be provided, in accordance with the Internal Ordinance on Academic Employment of the University of Ruse.

3. The Head of Department submits at a Department meeting a proposal for announcing a competition for the position of Assistant in a professional field or specialty, accredited by NEAA. The proposal is justified by the possibility to provide teaching and research workload. A deadline for submitting of application documents which cannot be less than 2 months is also proposed. The Department Council discusses and decides on the subject(s) for which the competition will be announced. The composition of the commission for conducting the competition is proposed, which is to include the Head of Department and two habilitated persons in the same professional field and specialty. If the Council approves the proposal (with open ballot and simple majority), the Head of Department prepares a report to the Dean of the Faculty. A copy of extract from the

Minutes of the meeting is attached.

4. The Dean of the Faculty submits to the Faculty Council the report for announcing the competition. If the Council approves the proposal (with open ballot and simple majority), within 3 days the Dean prepares a report to the Rector. A copy of extract from the Minutes of the meeting is attached.

5. The Rector submits the report for announcing the competition to the Academic Council. If the Council approves the proposal (with open ballot and simple majority), the announcement for the competition is to be published in the specialised website of the University within 7 days.

6. The candidates for the position of Assistant prepare the following documents:

- Application for participation in the competition – according to the model in Annex 2;
- Professional CV;
- Diploma for educational qualification degree Master with supplement;
- Copy of the Order for enrolment in doctoral studies – if there is one;
- Copy of the Order for release with the right of dissertation defense – if there is one;
- Copy of Diploma for educational and scientific degree Doctor – if there is one;
- List of publications – if there are any;
- Copies of publications – if there are any;
- Document for proficiency in a foreign language – if there is one;
- Medical certificate;
- Criminal record certificate;
- Other materials – at the discretion of the applicant;
- Declaration under Art. 313 of the Penal Code for reliability of the information presented – according to the model in Annex 4;
- CD with all the above-listed documents (without the publications).

Copies of the diplomas must have a seal “True to the original” and all documents, which are not signed by an official, must be signed by the candidate.

7. Within the deadline for submitting application documents, from the date of publishing the information in the specialised website of the University of Ruse, the candidates submit to ASD Department application for participation in the competition with A CD and full set of documents attached and receive an incoming number. All documents are submitted in a form convenient for storage. In case of established discrepancies and missing documents, the application will not be accepted.

8. Within seven days of the expiration of application deadline, the staff commission of the admitting faculty, for whose needs the competition is held, conducts an eligibility procedure for participation in the competition.

9. Within three days after the meeting of the Staff Commission, its Chairperson informs in writing the candidates about the results from the eligibility procedure. The reasons for the refusal are to be communicated to the ineligible candidates.

10. The letter to the eligible candidates contains the date, time and place of the competition exam, with the exam questionnaire and a list of recommended literature for preparation being attached. The questionnaire is devised by the commission under item 3, appointed by Rector’s Order.

11. Within 1 month the competition shall be held. The exam follows the questionnaire devised by the commission. It is written and oral and is considered successfully passed if the grade from the written exam is not lower than Very good (4.50) and the average from the two parts is not lower than Very good (5.00). The results from the exam are entered in a Record.

13. With more than one candidate the commission ranks those who have successfully passed the exam by the result from this exam; it devises a Record and informs all participants about the result from the competition exam.

14. Within 3 days the Head of Department, in coordination with the Dean of the host faculty, informs the Rector about the result from the competition in a report. Within 10 days of receiving the report, the Rector signs an agreement under Art. 107 of the Labour Code with the person who ranks first. The agreement specified the remuneration, the duration of the agreement and other terms, related to work performance.

15. The person who ranks first is employed by the University from the day of the competition exam.

16. The person with whom the employment relationship has arisen is obliged to start work within 2 weeks of receiving the notice. This period may be extended up to 3 months for valid reasons.

17. If the person does not start work within the period mentioned, the employment relationship is considered not to have arisen. In this case, employment relationship arises with the next person from the list of successful candidates, for which the latter is informed in writing.

18. If the selected candidate is a Doctor or a doctoral student, the full-time contract is for a duration not longer than 2 years. The duration of the contract is determined by the Rector.

19. If the selected candidate is not a doctoral student, the full-time contract is no longer than 4 years. The duration of the contract is determined by the Rector.

20. The person appointed to the academic position Assistant shall take actions for acquiring the educational and scientific degree Doctor within the term of the contract.

21. After the expiration of the contract, a new fixed-term employment contract cannot be concluded with the same person.

22. Immediately after acquiring the educational and scientific degree Doctor, the Assistant can participate in a competition for taking the academic position Principal assistant.

24. According to Art. 68, para, 1, i. 4 in connection with Art. 90, para. 3 of the Labour Code, a person who is a Doctor in the respective professional field or a doctoral student, released with the right to defend his/her dissertation can be appointed to the position of Assistant until the position is filled on the basis of a competition. The appointment is undertaken by the Rector after a proposal from the Head of Department, in correspondence with the Dean of the host faculty.

Section I

Procedure for holding the academic position

PRINCIPAL ASSISTANT

1. The academic position Principal Assistant is taken in accordance with Section II of LASDRB and RALASDRB.
2. A competition for the academic position Principal Assistant is announced if the respective teaching and/or research workload can be provided, in accordance with the Internal Ordinance on Academic Employment of the University of Ruse.
3. The Head of Department submits at a Department meeting a proposal for announcing a competition for the position of Principal Assistant in a professional field or specialty, accredited by NEAA. The proposal is justified by the possibility to provide teaching and research workload. A deadline for submitting of application documents which cannot be less than 2 months is also proposed. If the Council approves the proposal (with open ballot and simple majority), the Head of Department prepares a report to the Dean of the Faculty, using the model in Annex 1. A copy of extract from the Minutes of the meeting is attached to the report.
4. The Dean of the Faculty submits to the Faculty Council the report for announcing the competition. If the Council approves the proposal (with open ballot and simple majority), within 3 days the Dean prepares a report to the Rector. A copy of extract from the Minutes of the meeting is attached to the report.
5. The Rector submits the report for announcing the competition to the Academic Council. If the Council approves the proposal (with open ballot and simple majority), the announcement for the competition is published in the specialised website of the University and is sent for publication to State Gazette within 7 days.
6. The candidates for the position of Principal Assistant prepare the following documents:
 - Application for participation in the competition – according to the model in Annex 2;
 - Professional CV;
 - Copy of the Diploma for educational and scientific degree Doctor, which for the specialties from the regulated professions should be acquired in the specialty, for which the competition is announced;
 - Medical certificate;
 - Criminal record certificate;
 - Certificate for internship in the specialty, if there is such;
 - A completed table of Science metric criteria for obtaining scientific degrees and holding academic positions (Annex 3);
 - A statement about meeting the minimum national requirements under Art. 2b, para. 2 and 3, respectively, the requirements under 2b, para. 5 of LASDRB, specified in RALASDRB, and for meeting the additional requirements of the University of Ruse (Annex 6) in the respective scientific area and professional field, for which the competition has been announced. The statement should contain the personal data of the candidate;
 - List of publications, inventions and other scientific and applied results;
 - A statement about teaching activity – classroom and extracurricular activities, e-learning activities, joint work with students in research or creative projects, work on a curriculum or a course;
 - A statement about research activities – participation in research projects with scientific outcomes, at least one creative performance (paper) at an internationally recognized forum;
 - Declaration under Art. 313 of the Penal Code for reliability of the information

presented – according to the model in Annex 4;

- CD with all the above-listed documents.

Copies of the diplomas must have a seal “True to the original” and all documents, which are not signed by an official, must be signed by the candidate.

In the statements and lists above, only achievements that do not repeat those presented for obtaining the educational and scientific degree Doctor should be included.

7. Within the deadline for submitting application documents, from the date of publishing the information in the State Gazette, the candidates submit to ASD Department application for participation in the competition with A CD and full set of documents attached and receive an incoming number. All documents are submitted in a form convenient for storage. In case of established discrepancies and missing documents, the application will not be accepted.

8. Within seven days of the expiration of application deadline, the staff commission of the host faculty, for whose needs the competition is held, conducts an eligibility procedure for participation in the competition. The commission decides on the implementation of the additional requirements of the University of Ruse. The check on meeting the minimum national requirements is conducted by the scientific panel under item 11.

9. Within three days after the meeting of the staff commission, its Chairperson informs in writing the candidates about the results from the eligibility procedure. The reasons for the refusal are to be communicated to the ineligible candidates.

10. Within three days of the eligibility notice, the candidates register in the specialised website of the University of Ruse and publish their professional CV, the table Science metric criteria for obtaining scientific degrees and holding academic positions (Annex 3), a statement for meeting the minimum national requirements under Art. 2b, para. 2 and 3, respectively, the requirements under 2b, para. 5 of LASDRB, specified in RALASDRB, and for meeting the additional requirements of the University of Ruse (Annex 6) in the respective scientific area and professional field, for which the competition has been announced, with personal data of the candidate. Other documents from the list in item 6 can be published as well at the candidate’s discretion.

11. Within two months of the announcement for the competition in State Gazette, a scientific panel shall be composed. Persons habilitated in Bulgarian higher schools, or scientific institutions, with results in the respective specialty and/or professional field for the competition, and if not there, at least in the respective scientific area, are to be selected for members of the scientific panel. They have to meet the minimum national requirements under Art. 2b, para 2 and 3 of LASDRB in the respective scientific area and professional field of the defense procedure. Persons who do not meet the requirements of Art. 4, para. 5 of LASDRB cannot be selected as scientific panel members. The habilitated persons selected as members of the panel fill in and sign declarations: for agreement; for meeting the minimum national requirements under Art. 2b, para. 2 and 3 of LASDRB in the respective scientific area and professional field of the defense procedure; for meeting the terms of Art. 4, para 5, i.1.4 of LASDRB in the model in Annex 8.

12. At a meeting of the Department, which has initiated the announcement of the competition, proposals for the composition of the scientific panel are discussed. It should comprise of 5 members with at least two of them being external for the University of Ruse. One internal and one external reserve member are also selected. After approving the composition of the panel (by open ballot and simple majority) the Head of Department prepares a report to the Dean of the Faculty, using the model in Annex 7. An excerpt copy of the Minutes is attached.

13. The Dean presents the report on the panel composition at a Faculty Council meeting. After approving the composition of the panel (by open ballot and simple majority) within 3 days the Dean prepares a report to the Rector. An excerpt copy of the Minutes is attached.

14. The Rector determines by Order the composition of the scientific panel, based on

the Faculty Council proposal, within 14 days of its receipt.

15. Within 14 days from the deadline for submission of documents and on the initiative of the Head of Department, the scientific panel holds its first meeting and decides on the eligibility of candidates for evaluation, in accordance with meeting the minimum national requirements under Art. 2b, para. 2 and 3, and in compliance with the requirements under Art. 2b, para. 5 of LASDRB, it selects an internal member as a Chairperson and approves a questionnaire on the competition topic, proposed by the Department that initiated the competition. The questionnaire is sent to the approved candidates for participation in the competition. In case of non-fulfilment of the minimum number of points on each of the indicators from A to G (Annex 5), the respective candidate is not allowed to participate in the procedure.

16. All its members are obliged to participate in the panel meeting. In case of refusal or inability of one of the internal and/or external members, they are automatically replaced by the reserve member(s). The decisions are made by open ballot and simple majority. The discussions held and decisions made are recorded in a Minutes, signed by all panel members, irrespective of the mode of voting. The decisions of the panel may be made in absentia, and in such cases the voting is performed through the respective technical means and technologies.

17. Each panel member is provided with a set of documents under item 6 and copies of the papers (publications) delivered, which have been presented for participation in the competition.

18. Within one month after its first meeting, the panel holds their final meeting. In the beginning of the final meeting, the candidates make presentations on a thesis from the topic from the questionnaire chosen by them. Each panel member evaluates the candidates separately, based on their meeting the minimum national requirements and the additional requirements of the University of Ruse. He/she reviews the results and contributions and evaluates each candidate positively or negatively.

19. No later than 7 days after the competition has been held, the Chairperson of the panel presents a summary conclusive report on the results from the competition to the Faculty Council with a proposal for selection. The report is to be signed by all members of the panel. With more than one candidate having passed the competition successfully, the scientific panel make a motivated proposal for the candidate they have selected in this report.

20. No later than 14 days after the proposal has been made, it is to be submitted for consideration and voting at a Faculty Council meeting. Only Faculty Council members who are habilitated persons and those who hold the educational and scientific degree Doctor and the scientific degree Doctor of Sciences can participate in the ballot. By decision of the Council, the ballot can be open or secret. With more than one candidate proposed, the candidate who has received the greatest number of "For" votes is considered elected, but only if the votes are more than half of all the votes. With two or more candidates who have collected equal number of votes "For", a second ballot is held where everybody can vote for one candidate only.

20a. After completion of the relevant procedure, the following documents are to be kept in ASD Department: the Minutes from the meetings of the panel; the presentations of the candidates and the submitted documents, according to item 6 of this section.

21. The employment relationship between the University and the person elected as a result of the procedure held, starts on the day of selection by the Faculty Council if this person holds an academic position in the University. In the cases when the elected person does not hold an academic position at the University, the employment starts from the date of concluding the employment contract. The contract is concluded within 1 month of the Faculty Council meeting. In case the person does not conclude an employment contract within the deadline, he/she loses the right to one. The deadline can be extended by mutual agreement, but no more than 1 month.

22. Within 14 days after the Diploma has been issued, the Head of ASD Department

sends to the National Centre for Information and Documentation:

- A cover letter, containing the three names of the person and the academic position occupied by him/her, as well as a contact person;
- A copy of the Order for approval of the election resulting from the competition;
- A filled in information card for the academic position occupied in Bulgarian – paper and electronic copy – Annex 15.

Procedure for holding the academic position ASSOCIATE PROFESSOR

1. The academic position Associate Professor is taken in accordance with Section III of LASDRB and RALASDRB

2. A competition for the academic position Associate Professor is announced if the respective teaching and/or research workload can be provided, in accordance with the Internal Ordinance on Academic Employment of the University of Ruse.

3. The Head of Department submits at a Department meeting a proposal for announcing a competition for the position of Associate Professor in a professional field or specialty, accredited by NEAA. The proposal is justified by the possibility to provide teaching and research workload. A deadline for submitting of application documents which cannot be less than 2 months is also proposed. If the Council approves the proposal (with open ballot and simple majority), the Head of Department prepares a report to the Dean of the Faculty, using the model in Annex 1. A copy of extract from the Minutes of the meeting is attached to the report.

4. The Dean of the Faculty submits to the Faculty Council the report for announcing the competition. If the Council approves the proposal (with open ballot and simple majority), within 3 days the Dean prepares a report to the Rector. A copy of extract from the Minutes of the meeting is attached to the report.

5. The Rector submits the report for announcing the competition to the Academic Council. If the Council approves the proposal (with open ballot and simple majority), the announcement for the competition is published in the specialised website of the University and is sent for publication to State Gazette within 7 days.

6. The candidates for the position of Associate Professor prepare the following documents:

- Application for participation in the competition – according to the model in Annex 2;
- Professional CV;
- Copy of the Diploma for educational and scientific degree Doctor, which for the specialties from the regulated professions should be acquired in the specialty, for which the competition is announced;
- A certificate that the candidates have held the academic position Assistant or Principal Assistant for at least 3 academic years; or that they have been lecturers, including part-time, or members of research teams for at least 3 years; or a reference that they have been specialists from practice for at least 3 years and have proven achievements in their field;
- A completed table of Science metric criteria for obtaining scientific degrees and holding academic positions (Annex 3);
- A statement for meeting the minimum national requirements under Art. 2b, para. 2 and 3, respectively, the requirements under 2b, para. 5 of LASDRB, specified in RALASDRB, and for meeting the additional requirements of the University of Ruse (Annex 6) in the respective scientific area and professional field, for which

the competition has been announced. The statement should contain the personal data of the candidate;

- A list of publications, submitted for participation in the competition – monographs, books, studies, articles and papers, classified into groups with indication of the authors, type of publication (journal) with information about indexing in renowned scientific information databases, pages, year of publication, indicating the respective index and number of points from Annex 5 in the respective scientific area and professional field, for which the competition has been announced;
- Abstracts of all publications submitted for participation in the competition;
- A statement about citations and reviews in scientific journals with data about the indexing in renowned scientific information databases, indicating the respective index and number of points from Annex 5 in the respective scientific area and professional field, for which the competition has been announced;
- A list of published textbooks and study materials for the needs of higher education or school network, indicating the number of authors, publishing house, year, ISBN, number of pages, and indicating the respective index and number of points from Annex 5 in the respective scientific area and professional field, for which the competition has been announced;
- A statement about other assets, indicating the specific index and number of points from Annex 5 in the respective scientific area and professional field, for which the competition has been announced;
- A statement on meeting the additional requirements of the University of Ruse, indicating the respective index and number of points from Annex 5 in the respective scientific area and professional field, for which the competition has been announced;
- A statement about original scientific contributions;
- A statement about teaching activities – classroom and extracurricular classes, creating syllabi, sharing teaching experience, advising colleagues, providing practical classes outside the University of Ruse, teaching in a foreign language, lectures delivered in foreign universities;
- A statement about work with students – management of Bachelor’s and Master’s degree programmes, supervision of successful graduates in Bachelor’s and Master’s degree programmes, preparing students for participation in national and international student Olympiads, competitions;
- A statement about additional research – established teaching and research laboratories, membership in authoritative creative and/or professional organisations, membership in editorial boards of scientific journals, referenced and indexed in renowned scientific information databases, results from research, inventions and rationalisations, applied in practice;
- List of other achievements, recognitions and awards received – at the discretion of the candidate;
- Declaration under Art. 313 of the Penal Code for reliability of the information presented – according to the model in Annex 4;
- CD with all the above-listed documents.

Copies of the diplomas must have a seal “True to the original” and all documents, which are not signed by an official, must be signed by the candidate.

In the statements and lists above, only achievements that do not repeat those presented for obtaining the educational and scientific degree Doctor and holding the academic position Principal Assistant should be included.

7. Within the deadline for submitting application documents, from the date of

publishing the information in the State Gazette, the candidates submit to ASD Department application for participation in the competition with A CD and full set of documents attached and receive an incoming number. All documents are submitted in a form convenient for storage. In case of established discrepancies and missing documents, the application will not be accepted.

8. Within seven days of the expiration of application deadline, the staff commission of the host faculty, for whose needs the competition is held, conducts an eligibility procedure for participation in the competition. The commission decides on the implementation of the additional requirements of the University of Ruse. The check on meeting the minimum national requirements is conducted by the scientific panel under item 11.

9. Within three days after the meeting of the staff commission, its Chairperson informs in writing the candidates about the results from the eligibility procedure. The reasons for the refusal are to be communicated to the ineligible candidates.

10. Within three days of the eligibility notice, the candidates register in the specialised website of the University of Ruse and publish their professional CV, the table Science metric criteria for obtaining scientific degrees and holding academic positions (Annex 3), a statement for meeting the minimum national requirements under Art. 2b, para. 2 and 3, respectively, the requirements under 2b, para. 5 of LASDRB, specified in RALASDRB, and for meeting the additional requirements of the University of Ruse (Annex 6) in the respective scientific area and professional field, for which the competition has been announced, with personal data of the candidate and abstracts of all publications submitted for participation in the competition. Other documents from the list in item 6 can be published as well at the candidate's discretion.

11. Within two months of the announcement for the competition in State Gazette, a scientific panel shall be composed. Persons habilitated in Bulgarian higher schools, or scientific institutions, with results in the respective specialty and/or professional field for the competition, and if not there, at least in the respective scientific area, are to be selected for members of the scientific panel. They have to meet the minimum national requirements under Art. 2b, para 2 and 3 of LASDRB in the respective scientific area and professional field of the defense procedure. Persons who do not meet the requirements of Art. 4, para. 5 of LASDRB cannot be selected as scientific panel members. The habilitated persons selected as members of the panel fill in and sign declarations: for agreement; for meeting the minimum national requirements under Art. 2b, para. 2 and 3 of LASDRB in the respective scientific area and professional field of the defense procedure; for meeting the terms of Art. 4, para 5, i.1.4 of LASDRB in the model in Annex 8.

12. At a meeting of the Department, which has initiated the announcement of the competition, proposals for the composition of the scientific panel are discussed. It should comprise of 7 members with at least three of them being external for the University of Ruse. When the competition is for an interdisciplinary area, at least one member of the panel should be from another scientific area, related to the competition. One internal and one external reserve member are also selected. After approving the composition of the panel (by open ballot and simple majority) the Head of Department prepares a report to the Dean of the Faculty, using the model in Annex 7. An excerpt copy of the Minutes is attached.

13. The Dean presents the report on the panel composition at a Faculty Council meeting. After approving the composition of the panel (by open ballot and simple majority) within 3 days the Dean prepares a report to the Rector. An excerpt copy of the Minutes is attached.

14. The Rector determines by Order the composition of the scientific panel, based on the Faculty Council proposal, within 14 days of its receipt.

15. Within 14 days from the deadline for submission of documents and on the initiative of the Head of Department, the scientific panel holds its first meeting and decides on the eligibility of candidates for evaluation, in accordance with meeting the minimum national requirements under Art. 2b, para. 2 and 3, and in compliance with the requirements under

Art. 2b, para. 5 of LASDRB, it selects an internal member as a Chairperson and identifies two reviewers, of whom at least one is a professor, for the eligible candidates. The remaining members of the panel prepare statements of opinion. In case of non-fulfilment of the minimum number of points on each of the indicators from A to G (Annex 5), the respective candidate is not allowed to participate in the procedure.

16. All its members are obliged to participate in the panel meeting. In case of refusal or inability of one of the internal and/or external members, they are automatically replaced by the reserve member(s). The decisions are made by open ballot and simple majority. The discussions held and decisions made are recorded in a Minutes, signed by all panel members, irrespective of the mode of voting. The decisions of the panel may be made in absentia, and in such cases the voting is performed through the respective technical means and technologies.

17. Each panel member is provided with a set of documents under item 6, the reviewers getting a full set each, containing originals of study materials, textbooks, books, monographs, as well as copies of all the remaining publications delivered, which have been presented for participation in the competition.

18. Within two months of the date of issuance of the Rector's Order, the members of the panel prepare their reviews and statements of opinion, according to the requirements of LASDRB. It is recommended those to be made using the models I Annexes 10 and 11 and to end with a justified positive or negative conclusion concerning the selection of the candidate. All reviews and statements of opinion in electronic and paper copies, signed by the authors, are submitted to the Head of Department, who sends the electronic versions to the candidates and the administrator of the specialised website of the University of Ruse for publishing.

19. Within one month after publishing the reviews and statements of opinion on the specialised website of the University of Ruse, the panel holds their final meeting. In the beginning of this meeting, the candidates make short presentations on a topic selected by them and corresponding to the competition. They also answer the remarks made in the reviews and statements of opinion, as well the questions asked by the panel members. The panel ranks the candidates by open ballot and proposes the ranking to the Faculty Council for selection. The proposal to the Council is prepared by the Chairperson of the scientific panel and is signed by all members within 7 days.

20. Within 1 month of the proposal, it is to be submitted for consideration and voting at a Faculty Council meeting. Only Faculty Council members who are habilitated persons and those who hold the educational and scientific degree Doctor and the scientific degree Doctor of Sciences can participate in the ballot. By decision of the Council, the ballot can be open or secret. With more than one candidate proposed, the candidate who has received the greatest number of "For" votes is considered elected, but only if the votes are more than half of all the votes. With two or more candidates who have collected equal number of votes "For", a second ballot is held where everybody can vote for one candidate only.

21. The employment relationship between the University and the person elected as a result of the procedure held, starts on the day of selection by the Faculty Council if this person holds an academic position in the University. In the cases when the elected person does not hold an academic position at the University, the employment starts from the date of concluding the employment contract. The contract is concluded within 1 month of the Faculty Council meeting. In case the person does not conclude an employment contract within the deadline, he/she loses the right to one. The deadline can be extended by mutual agreement, but no more than 1 month.

23. Within 14 days after the Diploma has been issued, the Head of ASD Department sends to the National Centre for Information and Documentation:

- A cover letter, containing the three names of the person and the academic position occupied by him/her, as well as a contact person;
- A copy of the Order for approval of the selection resulting from the competition;

- A filled in information card for the academic position occupied in Bulgarian – paper and electronic copy – Annex 15.
24. The Associate Professor elected delivers a public lecture before the academic community of the University of Ruse.

Procedure for holding the academic position PROFESSOR

1. The academic position Professor is taken in accordance with Section III of LASDRB and RALASDRB

2. A competition for the academic position Professor is announced if the respective teaching and/or research workload can be provided, in accordance with the Internal Ordinance on Academic Employment of the University of Ruse.

3. The Head of Department submits at a Department meeting a proposal for announcing a competition for the position of Professor in a professional field or specialty, accredited by NEAA. The proposal is justified by the possibility to provide teaching and research workload. A deadline for submitting of application documents which cannot be less than 2 months is also proposed. If the Council approves the proposal (with open ballot and simple majority), the Head of Department prepares a report to the Dean of the Faculty, using the model in Annex 1. A copy of extract from the Minutes of the meeting is attached to the report.

4. The Dean of the Faculty submits to the Faculty Council the report for announcing the competition. If the Council approves the proposal (with open ballot and simple majority), within 3 days the Dean prepares a report to the Rector. A copy of extract from the Minutes of the meeting is attached to the report.

5. The Rector submits the report for announcing the competition to the Academic Council. If the Council approves the proposal (with open ballot and simple majority), the announcement for the competition is published in the specialised website of the University and is sent for publication to State Gazette within 7 days.

6. The candidates for the position of Professor prepare the following documents:

- Application for participation in the competition – according to the model in Annex 2;
- Professional CV;
- Copy of the Diploma for educational and scientific degree Doctor, which for the specialties from the regulated professions should be acquired in the specialty, for which the competition is announced;
- Copy of the Diploma Doctor of Sciences – if there is such;
- Copy of the Diploma Associate Professor and a certificate that they have held this academic position at least 5 academic years; or a certificate that they have been lecturers, including part-time, or members of research teams for at least 5 years; or a reference that they have been specialists from practice for at least 5 years and have proven achievements in their field;
- A completed table of Science metric criteria for obtaining scientific degrees and holding academic positions (Annex 3);
- A statement for meeting the minimum national requirements under Art. 2b, para. 2 and 3, respectively, the requirements under 2b, para. 5 of LASDRB, specified in RALASDRB, and for meeting the additional requirements of the University of Ruse (Annex 6) in the respective scientific area and professional field, for which the competition has been announced. The statement should contain the personal data of the candidate;
- A list of publications, submitted for participation in the competition – monographs,

books, studies, articles and papers, classified into groups with indication of the authors, type of publication (journal) with information about indexing in renowned scientific information databases, pages, year of publication, indicating the respective index and number of points from Annex 5 in the respective scientific area and professional field, for which the competition has been announced;

- Abstracts of all publications submitted for participation in the competition;
- A statement about citations and reviews in scientific journals with data about the indexing in renowned scientific information databases, indicating the respective index and number of points from Annex 5 in the respective scientific area and professional field, for which the competition has been announced;
- A list of published textbooks and study materials for the needs of higher education or school network, indicating the number of authors, publishing house, year, ISBN, number of pages, and indicating the respective index and number of points from Annex 5 in the respective scientific area and professional field, for which the competition has been announced;
- A statement about leadership of and participation in national or international scientific or educational projects with information about the topic, duration year(s) and the respective index and number of points from Annex 5 in the respective scientific area and professional field for which the competition has been announced;
- A statement about supervision of PhD students who have successfully defended their dissertation, containing the full names of the PhD students, topic of dissertation, scientific supervisor(s), year of defense and the respective index and number of points from Annex 5 in the respective scientific area and professional field for which the competition has been announced;
- A statement about other assets, indicating the specific index and number of points from Annex 5 in the respective scientific area and professional field, for which the competition has been announced;
- A statement on meeting the additional requirements of the University of Ruse, indicating the respective index and number of points from Annex 5 in the respective scientific area and professional field, for which the competition has been announced;
- A statement about original scientific contributions;
- A statement about teaching activities – classroom and extracurricular classes, creating syllabi, sharing teaching experience, advising colleagues, providing practical classes outside the University of Ruse, teaching in a foreign language, lectures delivered in foreign universities;
- A statement about work with students – management of Bachelor's and Master's degree programmes, supervision of successful graduates in Bachelor's and Master's degree programmes, preparing students for participation in national and international student Olympiads, competitions;
- A statement about additional research – established teaching and research laboratories, membership in authoritative creative and/or professional organisations, membership in editorial boards of scientific journals, referenced and indexed in renowned scientific information databases, creating a new scientific field, a new scientific school of thought or a scientific group of lecturers, results from research, inventions and rationalisations, applied in practice;
- List of other achievements, recognitions and awards received – at the discretion of the candidate;
- Declaration under Art. 313 of the Penal Code for reliability of the information presented – according to the model in Annex 4;
- CD with all the above-listed documents.

Copies of the diplomas must have a seal "True to the original" and all documents, which are not signed by an official, must be signed by the candidate.

In the statements and lists above, only achievements that do not repeat those presented for obtaining the educational and scientific degree Doctor, the scientific degree Doctor of Sciences and holding the academic position Associate Professor.

If the candidates have not held the academic position Associate Professor, they have to present one more monograph published or equivalent publications in specialised scientific journals, which should not repeat those presented for obtaining the educational and scientific degree Doctor and the scientific degree Doctor of Sciences.

7. Within the deadline for submitting application documents, from the date of publishing the information in the State Gazette, the candidates submit to ASD Department application for participation in the competition with A CD and full set of documents attached and receive an incoming number. All documents are submitted in a form convenient for storage. In case of established discrepancies and missing documents, the application will not be accepted.

8. Within seven days of the expiration of application deadline, the staff commission of the host faculty, for whose needs the competition is held, conducts an eligibility procedure for participation in the competition. The commission decides on the implementation of the additional requirements of the University of Ruse. The check on meeting the minimum national requirements is conducted by the scientific panel under item 11.

9. Within three days after the meeting of the staff commission, its Chairperson informs in writing the candidates about the results from the eligibility procedure. The reasons for the refusal are to be communicated to the ineligible candidates.

10. Within three days of the eligibility notice, the candidates register in the specialised website of the University of Ruse and publish their professional CV, the table Science metric criteria for obtaining scientific degrees and holding academic positions (Annex 3), a statement for meeting the minimum national requirements under Art. 2b, para. 2 and 3, respectively, the requirements under 2b, para. 5 of LASDRB, specified in RALASDRB, and for meeting the additional requirements of the University of Ruse (Annex 6) in the respective scientific area and professional field, for which the competition has been announced, with personal data of the candidate and abstracts of all publications submitted for participation in the competition. Other documents from the list in item 6 can be published as well at the candidate's discretion.

11. Within two months of the announcement for the competition in State Gazette, a scientific panel shall be composed. Persons habilitated in Bulgarian higher schools, or scientific institutions, with results in the respective specialty and/or professional field for the competition, and if not there, at least in the respective scientific area, are to be selected for members of the scientific panel. They have to meet the minimum national requirements under Art. 2b, para 2 and 3 of LASDRB in the respective scientific area and professional field of the defense procedure. Persons who do not meet the requirements of Art. 4, para. 5 of LASDRB cannot be selected as scientific panel members. The habilitated persons selected as members of the panel fill in and sign declarations: for agreement; for meeting the minimum national requirements under Art. 2b, para. 2 and 3 of LASDRB in the respective scientific area and professional field of the defense procedure; for meeting the terms of Art. 4, para 5, i.1.4 of LASDRB in the model in Annex 8.

12. At a meeting of the Department, which has initiated the announcement of the competition, proposals for the composition of the scientific panel are discussed. It should comprise of 7 members with at least four of them being professors and at least three of them being external for the University of Ruse. When the competition is for an interdisciplinary area, at least one member of the panel should be from another scientific area, related to the competition. One internal and one external reserve member are also selected. After approving the composition of the panel (by open ballot and simple majority) the Head of Department prepares a report to the Dean of the Faculty, using the model in Annex 7. An

excerpt copy of the Minutes is attached.

13. The Dean presents the report on the panel composition at a Faculty Council meeting. After approving the composition of the panel (by open ballot and simple majority) within 3 days the Dean prepares a report to the Rector. An excerpt copy of the Minutes is attached.

14. The Rector determines by Order the composition of the scientific panel, based on the Faculty Council proposal, within 14 days of its receipt.

15. Within 14 days from the deadline for submission of documents and on the initiative of the Head of Department, the scientific panel holds its first meeting and decides on the eligibility of candidates for evaluation, in accordance with meeting the minimum national requirements under Art. 2b, para. 2 and 3, and in compliance with the requirements under Art. 2b, para. 5 of LASDRB, it selects an internal member as a Chairperson and identifies three reviewers, of whom at least two are professors, for the eligible candidates. The remaining members of the panel prepare statements of opinion. In case of non-fulfilment of the minimum number of points on each of the indicators from A to G (Annex 5), the respective candidate is not allowed to participate in the procedure.

16. All its members are obliged to participate in the panel meeting. In case of refusal or inability of one of the internal and/or external members, they are automatically replaced by the reserve member(s). The decisions are made by open ballot and simple majority. The discussions held and decisions made are recorded in a Minutes, signed by all panel members, irrespective of the mode of voting. The decisions of the panel may be made in absentia, and in such cases the voting is performed through the respective technical means and technologies.

17. Each panel member is provided with a set of documents under item 6, the reviewers getting a full set each, containing originals of study materials, textbooks, books, monographs, as well as copies of all the remaining publications delivered, which have been presented for participation in the competition.

18. Within two months of the date of issuance of the Rector's Order, the members of the panel prepare their reviews and statements of opinion, according to the requirements of LASDRB. It is recommended those to be made using the models I Annexes 10 and 11 and to end with a justified positive or negative conclusion concerning the selection of the candidate. All reviews and statements of opinion in electronic and paper copies, signed by the authors, are submitted to the Head of Department, who sends the electronic versions to the candidates and the administrator of the specialised website of the University of Ruse for publishing.

19. Within one month after publishing the reviews and statements of opinion on the specialised website of the University of Ruse, the panel holds their final meeting. In the beginning of this meeting, the candidates make short presentations on a topic selected by them and corresponding to the competition. They also answer the remarks made in the reviews and statements of opinion, as well the questions asked by the panel members. The panel ranks the candidates by open ballot and proposes the ranking to the Faculty Council for selection. The proposal to the Council is prepared by the Chairperson of the scientific panel and is signed by all members within 7 days.

20. Within 1 month of the proposal, it is to be submitted for consideration and voting at a meeting of the Faculty Council, which can rule only if one-third of its voting members are persons, holding the academic position Professor, or have obtained the scientific degree Doctor of Sciences. The Faculty Council must include all members of the academic staff of the respective faculty who hold the academic position Professor, or have obtained the scientific degree Doctor of Sciences. If it is impossible to fulfil this condition, external members can be involved in participating in this specific procedure for holding the academic position Professor. For this purpose, the Rector issues a relevant Order for extending the Faculty Council staff.

21. Only members of the Faculty Council who are habilitated persons and those who

hold the educational and scientific degree Doctor and/or the scientific degree Doctor of Sciences can participate in the ballot. By decision of the Council, the ballot can be open or secret. With more than one candidate proposed, the candidate who has received the greatest number of "For" votes is considered elected, but only if the votes are more than half of all the votes. With two or more candidates who have collected equal number of votes "For", a second ballot is held where everybody can vote for one candidate only.

22. The employment relationship between the University and the person elected as a result of the procedure held, starts on the day of selection by the Faculty Council if this person holds an academic position in the University. In the cases when the elected person does not hold an academic position at the University, the employment starts from the date of concluding the employment contract. The contract is concluded within 1 month of the Faculty Council meeting. In case the person does not conclude an employment contract within the deadline, he/she loses the right to one. The deadline can be extended by mutual agreement, but no more than 1 month.

23. Within 14 days after the Diploma has been issued, the Head of ASD Department sends to the National Centre for Information and Documentation:

- A cover letter, containing the three names of the person and the academic position occupied by him/her, as well as a contact person;
- A copy of the Order for approval of the selection resulting from the competition;
- A filled in information card for the academic position occupied in Bulgarian – paper and electronic copy – Annex 15.

24. The Professor elected delivers a public lecture before the academic community of the University of Ruse.

PROCEDURE FOR HOLDING LECTURER POSITIONS**Section I
Procedure for holding the position
LECTURER**

1. The Head of Department submits at a Department meeting a proposal for announcing a competition for the position of Lecturer. The proposal is justified by the possibility to provide teaching and research workload. The Department discusses the issue and decides on the discipline for which the competition should be announced. A composition of the Commission for conducting the competition is proposed – one habilitated lecturer in the specialty, the Head of Department and the holder of the discipline in which the workload of the lecturer will be after his/her selection. A deadline for submitting of application documents which cannot be less than 1 month is also proposed. If the Council approves the proposal (with open ballot and simple majority), the Head of Department prepares a report to the Dean of the Faculty. A copy of extract from the Minutes of the meeting is attached to the report.
2. The Dean of the Faculty submits to the Faculty Council the report for announcing the competition. If the Council approves the proposal (with open ballot and simple majority), within 3 days the Dean prepares a report to the Rector. A copy of extract from the Minutes of the meeting is attached to the report.
3. The Rector submits the report for announcing the competition to the Academic Council. If the Council approves the proposal (with open ballot and simple majority), the announcement for the competition is published in the specialised website of the University and at least one regional information website within 7 days.
4. Before the expiration of the deadline for the competition, from the date of publishing the announcement on the website, the candidates submit to ASD Department and receive an incoming number for the following documents:
 - Application for participation in the competition – according to the model in Annex 2;
 - Professional CV;
 - Notarized copy of Diploma for the acquisition of educational qualification degree Master with supplement;
 - Certificate for experience in the specialty – if any;
 - Document for proficiency in a foreign language – if there is one;
 - Medical certificate;
 - Criminal record certificate;
 - Other materials – at the discretion of the applicant;
 - Declaration under Art. 313 of the Penal Code for reliability of the information presented – according to the model in Annex 4;
 - CD with all the above-listed documents.

Each document attached to the application form if it is not signed by the respective official, should be signed by the candidate.

The responsibility for the compliance of the submitted documents from the list in this item with the requirements lies entirely with the candidates for the competition. All documents are to be submitted in a form convenient for storage.

5. Within 7 days the documents of the candidates are to be reviewed by the Faculty Staff Commission, which decides whether the specialty of then candidate corresponds to the competition announced and assesses the eligibility/ineligibility of each candidate for

participation in the procedure. The decisions of the Commission are to be recorded in a Minutes, which is signed by all members, irrespective of the way they have voted.

6. The Commission from item 1 devises a questionnaire for the competition exam with a list of literature, recommended for preparation for the exam.

7. Within 7 days each candidate is to be informed in writing about the decision of the Commission. The motives for the ineligibility are to be communicated to the ineligible candidates.

8. In the letter sent to the eligible candidates, the date, time and place of the competition exam are communicated and the questionnaire for the exam is attached.

9. Within 1 month the Commission from item 1 conducts the competition. The exam is written and oral.

9.1. In the Foreign Languages Department, the exam is considered to be successfully passed if the grade from each part is not lower than Very good (5,00). The results are to be recorded in a Minutes.

10. In the Physical Education and Sport Department, the exam is considered to be successfully passed if the grade from the written part is not lower than Very good (4,50), and the average grade from the two parts is not lower than Very good (5,00). The results are to be recorded in a Minutes.

11. Within 7 days, the Chairperson of the Commission prepares and submits to the Faculty Council a proposal, signed by all members, irrespective of the way they have voted. If the candidates who have passed the exam successfully are more than one, they are ranked by their grades from the exam.

12. Within 1 month of the submission of the proposal, it is submitted for discussion and voting by the Faculty Council meeting. By decision of the Council, the ballot can be open or secret. All Council members have the right to vote. With more than one candidate proposed, the one who has received the greatest number of "For" votes is considered elected but only if the votes are more than half of all. When two or more candidates have an equal number of "For" votes, a second ballot is held, where each member can vote for only one of the candidates.

13. Employment relationship between the University and the person selected through the procedure arises only if within 1 month from the date of the letter, informing the person of the selection, the respective employment contract is concluded. In case the person does not conclude such a contract within the deadline, he/she loses the right to one.

By mutual consent, the deadline can be extended with no more than 1 month.

Section II

Procedure for holding the position SENIOR LECTURER

1. The Head of Department submits to the Department Council a proposal for promotion of a person holding the position of a Lecturer to Senior Lecturer after a successful attestation, provided that this person:

- has at least 5 years of work experience as a Lecturer;
- has received very good grades from the attestation for his/her work;
- has participated in devising study materials and textbooks on the discipline he/she teaches;
- has participated in advanced training courses;
- participation in educational and scientific projects, as well as in seminars and conferences is an additional advantage.

If the Council approves the proposal (with open ballot and simple majority), the Head of Department prepares a report to the Dean of the Faculty. An excerpt copy of the Minutes from the Council is attached.

The Dean of the Faculty submits the report for promotion to the Faculty Council. If the proposal is approved by the Council ((with open ballot and simple majority), within 3 days the Dean prepares a report to the Rector. An excerpt copy of the Minutes from the Council is attached.

2. The Rector issue an Order for promotion.

Section III

Procedure for selecting a PART-TIME LECTURER (non-habilitated)

1. Before the beginning of the academic year, the Head of Department submits to the Department Council a proposal for announcing a competition for a part-time lecturer in a field or specialty, accredited by the NEAA. The proposal is justified by the possibility to ensure the respective teaching workload. The Department discusses the possibility and decides on the discipline for which the competition will be announced. A composition of the commission for conducting the competition is proposed – three habilitated lecturers, incl. the Head of Department, the person responsible for the discipline and one more habilitated person from the same professional field and specialty. A deadline for submission of application documents, which cannot be shorter than 1 month, is also proposed. If the Council approves the proposal (with open ballot and simple majority), The Head of Department prepares a report to the Dean of the Faculty. An excerpt copy of the Minutes from the Council is attached.

2. The Dean of the Faculty submits the report for announcing the competition to the Faculty Council. If the Council approves the proposal (with open ballot and simple majority), the announcement for the competition is published in the specialised website of the University within 7 days.

3. Before the expiration of the deadline for the competition, from the date of publishing the announcement on the website, the candidates submit to ASD Department and receive an incoming number for the following documents:

- Application for participation in the competition – according to the model in Annex 2;
- Professional CV;
- Notarized copy of Diploma for the acquisition of educational qualification degree Master;
- Notarized copy of Diploma for the acquisition of educational qualification degree Doctor – if there is such;
- Certificate for experience in the specialty – if any;
- List of publications – if any;
- Medical certificate;
- Criminal record certificate;
- Other materials – at the discretion of the applicant;
- Declaration under Art. 313 of the Penal Code for reliability of the information presented – according to the model in Annex 4;

Each document attached to the application form if it is not signed by the respective official, should be signed by the candidate. The responsibility for the compliance of the submitted documents from the list in this item with the requirements lies entirely with the candidates for the competition. All documents are to be submitted in a form convenient for storage.

4. Within 7 days the documents of the candidates are to be reviewed by the Faculty Staff Commission, which decides whether the specialty of then candidate corresponds to the competition announced and assesses the eligibility/ineligibility of each candidate for participation in the procedure. The decisions of the Commission are to be recorded in a Minutes, which is signed by all members, irrespective of the way they have voted.

5. Within 7 days each candidate is to be informed in writing about the decision of the Commission. The motives for the ineligibility are to be communicated to the ineligible candidates.

6. In the letter sent to the eligible candidates, the date, time and place of the competition exam are communicated and the questionnaire for the exam is attached.

7. Within 1 month the Commission from item 1 conducts oral interview with eligible candidates and prepares a Minutes with the results. Each candidate is assessed by a grade. The candidates who have received a grade of at least Very good (5.00) are considered to have passed the exam successfully.

8. Within 7 days, the Chairperson of the Commission prepares and submits to the Faculty Council a proposal, signed by all members, irrespective of the way they have voted. If the candidates who have passed the exam successfully are more than one, they are ranked by their grades from the competition.

9. At the next meeting of the Faculty Council, the proposal is submitted for discussion and voting. By decision of the Council, the ballot can be open or secret. All Council members have the right to vote. With more than one candidate proposed, the one who has received the greatest number of "For" votes is considered elected but only if the votes are more than half of all. When two or more candidates have an equal number of "For" votes, a second ballot is held, where each member can vote for only one of the candidates.

10. Employment relationship between the University and the person selected through the procedure arises only if within 1 month from the date of the letter, informing the person of the selection, the respective employment contract is concluded. In case the person does not conclude such a contract within the deadline, he/she loses the right to one. By mutual consent, the deadline can be extended with no more than 1 month.

Section IV

Procedure for selecting a PART-TIME LECTURER (habilitated)

1. Before the beginning of the academic year, the Head of Department submits to the Department Council a proposal for announcing a competition for a part-time lecturer in a field or specialty, accredited by the NEAA. The proposal is justified by the possibility to ensure the respective teaching workload. The Department discusses the possibility and decides on the discipline for which the competition will be announced. A deadline for submission of application documents, which cannot be shorter than 1 month, is proposed. If the Council approves the proposal (with open ballot and simple majority), The Head of Department prepares a report to the Dean of the Faculty. An excerpt copy of the Minutes from the Council is attached.
2. The Dean of the Faculty submits the report for announcing the competition to the Faculty Council. If the Council approves the proposal (with open ballot and simple majority), the announcement for the competition is published in the specialised website of the University within 7 days.
3. Before the expiration of the deadline for the competition, from the date of publishing the announcement on the website, the candidates submit to ASD Department and receive an incoming number for the following documents:
 - Application for participation in the competition – according to the model in Annex 2;
 - Professional CV;
 - Notarized copy of Diploma for the acquisition of academic degree Associate Professor of Professor;
 - Medical certificate;
 - Criminal record certificate;
 - Other materials – at the discretion of the applicant;
 - Declaration under Art. 313 of the Penal Code for reliability of the information presented – according to the model in Annex 4;

Each document attached to the application form if it is not signed by the respective official, should be signed by the candidate.

The responsibility for the compliance of the submitted documents from the list in this item with the requirements lies entirely with the candidates for the competition. All documents are to be submitted in a form convenient for storage.

4. Within 7 days the documents of the candidates are to be reviewed by the Faculty Staff Commission, which decides whether the specialty of then candidate corresponds to the competition announced and assesses the eligibility/ineligibility of each candidate for participation in the procedure. The decisions of the Commission are to be recorded in a Minutes, which is signed by all members, irrespective of the way they have voted.
5. Within 7 days each candidate is to be informed in writing about the decision of the Commission. The motives for the ineligibility are to be communicated to the ineligible candidates.
6. Within 7 days the Chairperson of the Commission prepares and submits to the Faculty Council a report with a list of eligible candidates.
7. Within 7 days of submitting the report, it is offered for discussion to the Faculty Council. With more than one candidate proposed, the one who has received the greatest number of "For" votes is considered elected but only if the votes are more than half of all. When two or more candidates have an equal number of "For" votes, a second ballot is held, where each member can vote for only one of the candidates.
8. Employment relationship between the University and the person selected through the procedure arises only if within 1 month from the date of the letter, informing the person of the selection, the respective civil contract is concluded. The latter is valid for 1 semester to 1 academic year. In case the person does not conclude such a contract within the deadline, he/she loses the right to one. By mutual consent, the deadline can be extended with no more than 1 month.

Section V

Procedure for selecting a GUEST LECTURER

1. The Head of Department submits to the Department Council a proposal for attracting a scientist or habilitated lecturer from the country of abroad for research and teaching activity as a Guest Lecturer for a certain period in a professional field and specialty, accredited by NEAA. The proposal is justified by the possibility to ensure the respective teaching workload. The Department discusses the possibility and decides on the discipline for which the lecturer will be attracted. If the Council approves the proposal (with open ballot and simple majority), The Head of Department prepares a report to the Dean of the Faculty. An excerpt copy of the Minutes from the Council is attached.

2. The Dean of the Faculty submits the report to the Faculty Council. If the Council approves the proposal (with open ballot and simple majority), the Dean prepares a report for the Rector University within 3 days. An excerpt copy of the Minutes from the Council is attached.

3. Employment relationship between the University and the person proposed for appointment as a guest lecturer, procedure arises only if within 1 month from the date of the Faculty Council decision a fixed-term contract is concluded. The latter is valid for 1 semester to 1 academic year. In case the person does not conclude such a contract within the deadline, he/she loses the right to one. By mutual consent, the deadline can be extended with no more than 1 month.

4. The contract can be renewed on the basis of the proposal of the Department Council and the decision of the Faculty Council.

Section VI

Procedure for selecting a SPECIALIST OR EXPERT

1. The Head of Department submits to the Department Council a proposal for attracting a specialist or expert from the country of abroad for supporting the teaching and research for a certain period in a professional field and specialty, accredited by NEAA. The proposal is justified by the possibility to ensure the respective teaching and research workload. The Department discusses the possibility and decides on the discipline for which the specialist will be attracted. If the Council approves the proposal (with open ballot and simple majority), The Head of Department prepares a report to the Dean of the Faculty. An excerpt copy of the Minutes from the Council is attached.

2. The Dean of the Faculty submits the report to the Faculty Council. If the Council approves the proposal (with open ballot and simple majority), the Dean prepares a report for the Rector University within 3 days. An excerpt copy of the Minutes from the Council is attached.

3. Employment relationship between the University and the person proposed for appointment as a guest lecturer, procedure arises only if within 1 month from the date of the Faculty Council decision a fixed-term contract is concluded. The latter is valid for 1 semester to 1 academic year. In case the person does not conclude such a contract within the deadline, he/she loses the right to one. By mutual consent, the deadline can be extended with no more than 1 month.

4. The contract can be renewed on the basis of the proposal of the Department Council and the decision of the Faculty Council

Chapter Five FINANCIAL MATTERS

1. The members of the scientific panel receive remuneration, specified by a Decision of the Academic Council.
2. The members of the scientific panel from other cities receive accommodation and per diem remuneration, according to the Bulgarian legislation.
3. The honoraria from item 1 are paid after the completion of the procedure.

ADDITIONAL PROVISIONS

1. A Commission for Academic Staff Development (CASD) is formed with the Academic Council. It is composed of: a Chairperson, members and a Technical secretary. The Chairperson of CASD is the Rector and the members are: Vice Rectors, Deans of faculties, Directors of Branches and a member of the Board of Trustees. The mandate of CASD corresponds with the mandate of the Rector. CASD determines the staff policy of the University.

2. Commissions for Academic Staff Development (CASD) are formed with every faculty. They are composed of: a Chairperson, members and a Technical secretary. The Chairperson of CASD is the Dean of the Faculty and the members are: the Director of Branch (if the procedure is for holding an academic position), Vice Deans and Heads of departments. The mandate of CASD members corresponds to the mandate of the Dean.

3. The Head of Department and the Vice Dean/Director for scientific and staff development of the faculty/branch are responsible for the observance of the respective procedure.

4. The necessary documentation is prepared by the administrative secretary of the department and the faculty office employees of the respective faculty/branch, using pre-approved models.

5. In case of absence or official engagement of the Head of Department, Dean of Faculty/ Director of Branch or the Rector, they can be replaced by another person but only under the conditions of delegated powers.

6. If one of the individuals, mentioned in item 2 is a candidate for holding an academic position, for which a competition has been declared, he/she is to be replaced by another person but only under the conditions of delegated powers.

7. An internal member for the University of Ruse is a person, who at the time of his/her inclusion in a scientific panel is legally employed by the University, has a civil contract concluded or has reached the age under Art. 328, para. 1, i. 10 of LC while working at the University.

8. An external member for the University of Ruse is a person, who, according to the requirements in i., 3 para 1 of the Additional Provisions of the Regulations for Application of the Law for Academic Staff Development in the Republic of Bulgaria, at the time of announcing the competition and at least 5 years before the announcement has not practiced teaching or research activities in employment with the University

9. Persons with a conflict of interests under Art. 4, para. 5 and para. i. 2a of the Law for Academic Staff Development in the Republic of Bulgaria with a candidate for acquiring a scientific degree or holding an academic position, as well as individuals who have another interest, which could influence their impartial and objective performance as members of the scientific panel, cannot be elected as such.

10. "Plagiarism" is presenting works that have been partially or completely written by another as one's own, or using scientific results published by somebody else without referencing or citation in the procedures for acquiring a scientific degree or holding an academic position.

11. „Uniform state requirements" are the rules for conducting procedures under LASDRB, the control over them and the minimum national requirements in professional fields for acquiring scientific degrees and holding academic positions, specified in LASDRB and RALASDRB.

12. „Referenced and indexed journals" are journals in which the articles are published after anonymous reviewing and which are part of the international research space, being referenced and indexed in renowned scientific information databases.

13. " A monograph" is a scientific publication, which contains a complete and comprehensive study of a particular object, problem or person, written by one or several authors, adhering to the same view. The monograph is a scientific work, which does not repeat or summarise existing knowledge, has a scientific editor and/or scientific reviewers, an ISBN, and has at least 100 standard pages of 1800 characters with spaces on each page. It has extensive content, a comprehensive bibliography and the text contains references to other scientific works.

14. "A chapter from a book" is a separate part of the main text of a scientific work, which has a scientific editor and/or scientific reviewers, and in which a separate problem or issue from the general topic, defined in the title or marked by a number, published in a non-periodical scientific work with an ISSN or ISBN is considered. It is written by one or several authors.

15. "A study" is published in a journal, collection or independently, in which certain aspects of problems and issues are considered. It has a scientific editor and/or scientific reviewers, ISSN or ISBN, respectively, and its volume is from 20 to 99 standard pages of 1800 characters with spaces on each page.

16. "A review" is research published in a journal, collection or independently, in which a critical review of the published literature on a particular scientific problem is made, and which has an ISSN or ISBN, respectively, with a volume of 10 to 99 standard pages of 1800 characters with spaces on each page.

17. "An article" is a published scientific work, in accordance with i. 12, containing description of original scientific research with a volume of up to 20 standard pages of 1800 characters with spaces on each page.

18. "A citation" is a reference to the author's scientific publication in another scientific publication or patent. The reference to one publication is considered one citation, no matter how many times it is made in the text.

19. "Auto citation" is a citation of a publication, which has the same author as the citing source, where it is made.

20. "Unreliability of the scientific data presented" is the intentional use of false and/or manipulated source data when creating a scientific work.

21. In the cases when a candidate or a member of a panel has not specified an e-mail address for correspondence, the messages are sent by mail with a returned receipt.

22. In cases, where absentee participation is allowed to all or some members of the panel, i.17 of Procedure for holding the academic position Professor is applied.

23. The work of the panel begins after providing the funds to cover the costs of the respective procedure.

24. The requirements concerning acquiring the right of defense in i. 57. Chapter Two, section I, by all doctoral students, enrolled before these Procedural rules entered into force, can be reduced, if necessary, after a proposal by the Department and a discussion of the work done by the doctoral student and the results obtained.

25. If any of the deadlines or periods, specified in the respective procedure, coincides in part or in full with public holidays or related days, which have been declared holidays by a Decision of the Council of Ministers, or a period during which the university staff is on leave, the period is extended with the respective number of days.

26. If an action is completed before the expiration of the specified deadline, this does not lead to changing the next deadline unless it is in favour of the candidates.

27. The positions Lecturer and Senior lecturer exist only in the Department of Foreign Languages and Physical Education and Sport.

28. The expenses according to Chapter Five, related to the procedures for acquiring scientific degrees and holding academic positions, are covered by the University.

29. The expenses, related to the procedures for acquiring scientific degrees and holding academic positions in another higher school or scientific organisations, are covered by the University if they are in professional fields and specialties which are not accredited at the University of Ruse, and the person, participating in the procedure, has a full-time contract with the University.

30. The persons, holding academic positions, are subject to attestation at least once every 5 years.

31. Reports on violations and complaints in connection with the decisions, made in the course of the procedure, are submitted and considered according to the LASDRB and RALASDRB.

32. Within 7 days, after the completion of the procedure, the documentation, which has to be sent to the National Centre for Information and Documentation, as well as the documentation, according to Annex 16, which has to be stored in the University archives is to be submitted by the candidates to ASD Department.

33. The Diplomas for Doctor, Doctor of Sciences, Associate Professor and Professor are awarded at a special meeting, following a ritual, approved by the Academic Council – after the candidate has submitted to ASD Department the documentation from item 21.

TRANSITIONAL AND FINAL PROCEDURES

§. 1. The procedural rules for acquiring scientific degrees and holding academic positions at the University of Ruse are approved on the basis of LASDRB and RALASDRB, as well as the Regulations for the performance of the University of Ruse.

§. 2. The procedural rules for acquiring scientific degrees and holding academic positions came into force from the day of their approval by the Academic Council of the University of Ruse – 23.04.2019.

§. 3. The procedural rules for acquiring scientific degrees and holding academic positions were upgraded at meetings of the Academic Council of 28.06.2011, 20.11.2012, 18.03.2014, 25.11.2014, 27.01.2015., 15.09.2015, 30.08.2016, 23.10.2018 and on 23.04.2019.