

REGULATIONS FOR APPLICATION OF THE ACT ON DEVELOPMENT OF THE ACADEMIC STAFF IN THE AGRICULTURAL UNIVERSITY - PLOVDIV

Chapter One. GENERAL PROVISIONS

Art. 1. (1) The regulations for application of the act on development of the academic staff in the Agricultural University – Plovdiv (AUP) was designed in conformity with the Act on Development of the Academic Staff in the Republic of Bulgaria (ADASRB) (Prom. SG. 38/21 May 2010, amend. SG. 81/15 Oct 2010, amend. SG 101/28 Dec 2010, amend. SG. 68/2 Aug 2013, amend. and suppl. SG. 30/3 Apr 2018, amend. SG. 17/26 Feb 2019, amend. SG 17/25 Feb 2020), Regulations for Application of the Act on Development of the Academic Staff in the Republic of Bulgaria (RAADASRB) (Prom. SG 75/24.09.2010, amend. And suppl. SG 19/08.03.2011, SG 75/2010, SG 56/06.07.2018, SG 15/19.02.2019), Regulations for the Structure and Activities of AUP and the Higher Education Act (HEA) (Prom. SG 112/27 Dec 1995, amend. And suppl. SG 101 28 Dec. 2010, SG 98/09.12.2016, SG 98/27.11.2018, SG 17/25.02.2020).

(2) These Regulations shall provide:

1. Procedures for admission and training of doctoral students /called post-graduates/ in AUP;
2. Conditions and procedure for awarding scientific degrees in AUP;
3. Conditions and procedure for occupying academic positions in AUP.

(3). These Regulations shall determine the minimum requirements to the scientific, teaching, and/or art activity of the candidates for acquiring scientific degree and for occupying academic positions “assistant”, “chief assistant”, “associate professor”, and “professor” in AUP.

Art. 1a. (1) Candidates for awarding a scientific degree and for occupying academic positions “assistant”, “chief assistant”, “associate professor”, and “professor” must meet the corresponding minimum national requirements related to the scientific, teaching, and/or art and sports activity determined in the application of scientific fields and/or professional directions for each scientific degree and for each academic position on the grounds of indicators in Art. 26, Para. 2 from RAADASRB, Art. 48, Para. 3 from HEA and Application 1 from these Regulations.

(2) AUP shall send to the National Center for Information and Documentation (NACID) a copy of the defended dissertation papers and the dissertations’ abstracts on paper and in electronic form, information about the issued diplomas for the acquired educational and scientific degree "Doctor" and scientific degree "Doctor of Sciences ", as well as for the persons elected for academic positions within 14 days from the date of the issue of the diploma, respectively from the date of the election.

Art. 2. (1) The academic staff of AUP shall include the occupying academic positions, as well as other persons by the Higher Education Act.

(2) Academic positions shall be occupied after a competition and an election under an employment contract.

(3) The academic position of Assistant shall be occupied on a fixed employment contract for a period of no longer than four years.

(4) The academic staff shall also include the persons occupying non-academic positions: „honorable professor“, „guest-lecturer“ (professor, associate professor, lecturer), and „part-time lecturer“ (professor, associate professor, assistant, lecturer) after elections, and „full-time lecturer“ after a competition and elections.

Art. 3. (1) In compliance with Art. 2 and Art. 3 of ADASRB the scientific degrees and academic positions in AUP shall be:

(2) Scientific degrees:

1. „Doctor”(educational and scientific);
2. „Doctor of Science”.

(3) Academic positions:

1. „Assistant”;
2. „Chief assistant”;
3. „Associate professor”;
4. „Professor”.

(4) Positions of no academic rank, assigned only to teaching non-specialists - language training, sports, art, etc., shall be „lecturer“ and „senior lecturer“.

Art. 4. (1) Procedures for admission of full-time and part-time doctoral students and for occupying academic positions in the professional fields and specialties accredited by the National Agency for Information and Documentation (NACID) shall be opened with a decision of the Academic Council of AUP for conducting a competition. The competition shall be announced in the Sate Gazette and on AUP website. Information for the competition shall be sent to NACID for publishing not later than 7 days after the decision for the competition announcement of the Academic Council.

(2) Candidates shall apply in conformity with the conditions and procedure determined by ADASRB, and the procedure determined by the present Regulations in a period not shorter than two months after the announcement in State Gazette.

Art. 5. (1) Admittance of candidates for acquiring a doctoral degree, or for occupying the academic positions „chief assistant“, „associate professor“ and „professor“, and for participating in competitions shall be done by Admissibility Commissions appointed with a Rector`s Order for each separate competition, in accordance with the requirements of ADASRB, RAADASRB, and RAADASAU.

(2) Assessment of the dissertation work and of the candidates for occupying academic positions „chief assistant“, „associate professor“ and „professor“ shall be done only for the persons who meet the corresponding minimum national requirements.

(3) Assessment for compliance with the minimum national requirements and with the additional requirements by Art. 1a, Para. 2, as well as evaluation of results, scientific contribution and originality of the presented works and the dissertation works for acquiring scientific degrees and and for occupying the academic positions „chief assistant“, „associate professor“ and „professor“ shall be done by a Scientific Panel formed and functioning under the conditions and procedures of ADASRB and the present Regulations.

(4) Should, during the assessment under Para. 3, plagiarism be established by any member of the scientific panel, or a plagiary alert be received which is motivated and not anonymous, the scientific panel shall be bound to give its decision by way of judgement regarding the presence or absence of plagiarism in the dissertation, under ADASRB and the Regulations of Prevention, Establishment and Sanction of Examination Frauds and Plagiarism in AUP. In such cases, before deciding, the scientific panel shall give the candidate the opportunity to express their opinion.

(5) In the case of plagiary alert during an assessment procedure having already begun under Para. 4, the latter cannot be terminated due to the withdrawal of the candidate's documents.

(6) The members of the scientific panel must meet the relevant minimum national requirements under ADASRB, Art. 2b, Para. 2 and 3.

(7) For each specific procedure, the composition of the panel shall be proposed by the primary unit and is to be approved by the faculty council, respectively the scientific council (2) The Rector of the higher school, or their deputy, shall determine by order the composition of the scientific panel in conformity with the requirements of the present Regulations, but the first panel meeting /session/ shall be organized within not more than 14 days from the proposal receipt. In case of procedure infringements, the proposal shall be brought back.

As members of the scientific panel shall be elected Bulgarian citizens – habilitated in Bulgarian or international higher schools or scientific organizations, with results in the relevant specialty and/or professional field of the announced competition or topic of dissertation, in case of impossibility – in the relevant scientific field, included in the Register under Art. 2a from ADASRB, and/or established international scientists in the relevant scientific field, and in case of possibility – in the relevant specialty and/or professional field. In the case of the interdisciplinary nature of the announced competition or topic of the dissertation, at least one member of the panel shall be from another scientific field, to which the announced competition or topic of the dissertation is relevant. The number of the members from other scientific fields shall not be more than 50 %. The choice shall be made by two distinct groups - external and internal members for AUP. When selecting a scientific panel, one external and one internal reserve member shall also be appointed.

(8). As members of the scientific panel under Para. 3 shall not be elected persons:

1. who have a conflict of interest within the meaning of § 1, item 5 of the Additional provisions in ADASRB with a candidate to obtain scientific degree or to hold academic position, as well as persons, who have private interest and thus influence their objective work as members of the panel;

2. who have collaborative publications with the applicant more than 20% of the total number of applicant's publications, excluding those chosen for the educational and scientific degree „Doctor“;

3. who have a conflict of interest within the meaning of § 1, item 2a of the Additional provisions in ADASRB with a candidate to obtain scientific degree or to hold academic position, or for whom the restrictions under Art. 33 apply;

4. for whom plagiarism in the scientific papers has been proved by the legally established order;

5. who are dismissed from any academic position on the grounds of Art. 35, Para. 1, item 2;

6. who have been members of the scientific panel under the previous two consecutive procedures for the defense of dissertation and / or for taking an academic position in the same professional field, in the respective higher school or scientific organization, in cases where there are sufficient number of habilitated persons in this professional field.

(10) The circumstances under Para. 9, items 1 - 4 in the procedures for acquiring a scientific degree and for holding academic position shall be established by a declaration by each member of the scientific panel, and under Para. 9, item 5 and 6 they shall be established by AUP.

(11) Panel meetings cannot be held in reduced number of members. Refusal of a panel member to take part in a meeting or refusal to sign in the minutes shall be established with the signatures of the panel members present, and shall not justify the suspension of the procedure. The member who has refused to be in the session shall be replaced by the relevant reserve member, as the Rector of AUP issues an order of appointment of a reserve member in the panel and prolong the procedure with no more than 15 days.

(12) Decisions of the panel may also be taken in absentia, in which case the discussion and voting are to be carried out via the appropriate technical means (online platform with the relevant record, which shall be archived in the relevant file and/or telephone conversation). Decisions shall be made by open voting and simple majority and formed on a record. As its inseparable part the record shall include the motives for the relevant decision, as well as the following:

1. results and scientific contribution of the applicant, originality of the presented works and authenticity of the submitted scientific data;
2. the candidate 's responses to the comments made in the reviews and opinions, and to the questions raised;
3. reasons for accepting or not accepting the opinion of the candidate in the cases under Para. 4.

(13) At its first meeting, the scientific panel under Para. 3 shall elect one of its members as a Chairperson, determine amongst its members those to become reviewers for the admitted candidates, decide on admitting candidates to the assessment process, as per the requirements under Art. 5, Para. 2 of these Regulations.

(14) The reviews and opinions, the summaries of the reviewed publications and the dissertations' abstracts shall be published on the Internet site of AUP in Bulgarian and in one of the languages traditionally used in the respective scientific field. The public access shall be kept for at least 5 years after completion of the procedure.

Art. 6. (1) The Minister of Education and Science shall, through the National Center for Information and Documentation, create and maintain a public register as an electronic database in which shall be recorded the following:

1. the persons who have acquired the educational and scientific degree "Doctor" and/or the scientific degree "Doctor of Science" in a higher school or scientific organization in the Republic of Bulgaria;
2. the dissertations defended;
3. the habilitated persons and other persons holding academic positions in the Republic of Bulgaria;
4. the persons who have acquired degrees abroad, recognized under the legal order.

(2) The electronic database under Art.1 shall include information about the competitions for admission of full-time and part-time doctoral students, as well as for holding academic positions in the accredited by NEAAE /National Evaluation and Accreditation Agency/ professional fields and specialties. The information shall be sent to NACID for publishing within 7 days after the academic council's decision for the competition.

- (3) AUP shall found and maintain a register of the protected dissertation works and a register of the habilitated persons by scientific fields.

(4) The Human Resources Unit (HRU) at AUP shall send to NACID all the necessary documents in accordance with NACID requirements, including one copy (paper and electronic) of the defended dissertation works and the dissertation's abstracts, information for the issued diplomas for acquired educational and scientific degree „doctor“ and scientific degree „doctor of science“, as well as for persons holding academic positions within 14 days after the date of the diploma issue. Within the same term, the defended dissertation work and the dissertation abstract shall be presented in one copy each in the University Library of AUP and in the National Library „Saints Cyril and Methodius“ – Sofia.

Chapter Two.

AWARDING EDUCATIONAL AND SCIENTIFIC DEGREE OF DOCTOR AND THE SCIENTIFIC DEGREE OF DOCTOR OF SCIENCE

Section I

Admission and Training of Doctoral Students

Art.7. (1) Persons obtained an educational and qualification degree of Master can apply for doctoral students.

(2) The training for acquiring educational and scientific degree of Doctor shall be carried out in a full-time, part-time, individual or distance form.

1. The full-time and individual training duration shall be in the period of 3 years;

2. The part-time and distance training duration shall be in the period of 4 years.

3. In case of necessity the period under p. 1 and 2 can be continued up to one year by a decision of the Faculty Council.

(3) The doctoral training shall be accomplished by doctoral programs of scientific specialties.

(4) The doctoral training shall be accomplished in AUP departments consisting of at least one habilitated person of the relevant accredited professional field.

(5) The educational and scientific degree of Doctor can also be acquired in conditions of joint guidance of an AUP tutor and a foreign tutor from a higher school or scientific organization accredited for doctoral training in the relevant country under the conditions and procedure of ADASRB and these Regulations.

(6) The educational and scientific degrees of Doctor and the scientific degree of Doctor of Science shall be termless and shall be in force for the territory of the whole country.

(7) Academic degrees acquired abroad shall be recognized by the Minister of Education and Science through the National Center for Information and Documentation or by the higher schools or scientific organizations in the Republic of Bulgaria under the conditions and by the order determined by this act and their own regulations, in compliance with the normative acts and the international treaties, to which the Republic of Bulgaria is a party.

(8) The recognition of a degree acquired abroad, corresponding to the educational and scientific degree of Doctor, shall be done in order to:

1. facilitate the access to the labour market, as well as for other purposes where the applicant has a legitimate interest;

2. have access to training for enhancing the qualification, contracting with post-doctoral students and for taking up academic positions in AUP.

(9) The recognition procedure shall be organized by the Minister of Education and Science through NACID, and the recognition of the scientific degree of Doctor of Science awarded abroad – by AUP.

(10) The refusal to recognize from the bodies under Para. 7 may be appealed under the terms and procedure of the Administrative-Procedure Code.

(11) For the recognized degree under Para. 7-9 by AUP a certificate shall be issued which is to be sent for entry of the persons in NACID register.

(12) The recognized scientific degrees under Para. 3-9 shall be termless and shall be valid on the territory of the whole country.

Art. 8. (1) The admission for full-time and part-time doctoral training shall be done with a competition which is to be carried out not earlier than one month after the expiry term for document submission under Art.3, Para 2 of ADASRB.

(2) Proposals for admission of full-time and part-time doctoral students in accredited doctoral programs shall be submitted by the department /primary unit/ in the beginning of the academic year, shall be discussed by the Faculty Council (FC) and shall be approved by the academic Council of AUP (AC).

(3) The Education and Information Center (EIC) of AUP shall enter the proposed requests in the Ministry of Education and Science.

(4) 1. The EIC of AUP shall announce the competition under Para. 1 in State Gazette and on AU website not later than **the end of September for each academic year.**

2. The competition applicants shall submit the following documents in EIC:

- An application form to the Rector for allowance to a competition – by sample;
- A curriculum vitae;
- A diploma (and the supplement with all subjects and grades) for acquired educational-qualification degree of Master – an original or a notarially attested copy, or an academic verification for completed higher educational degree attesting an average grade at least Very good (4.50);
- A certificate for recognized higher educational degree if the diploma is issued by a foreign higher school;
- Other documents attesting the applicant's interests and achievements in the relevant scientific field.

Art. 9. (1) The applicants shall be allowed to participate in the competition by the Admissibility Commission (AC) assigned by a Rector's order. The commission shall consist of the head of the structural unit, the head of the primary unit, a lecturer from the doctoral program.

(2) The commission under Para. 1 shall discuss the applicant documents for correspondence with the admittance requirements of ADASRB, RAADASRB and these Regulations. The commission shall take a decision for admittance within 20 days after the expiry term for document submission.

(3) The EIC of AUP shall inform the applicants in written form about the results for competition admittance, as for the non-admitted persons the motives shall be pointed out.

(4) The admitted applicants shall be informed for the dates of examinations and the program for the specialty examination. The notification under Para. 3 shall be sent within one month before the date of the first examination.

Art. 10. (1) The applicants not admitted for competition participation can file an opposition to the Rector within 7 days from the notification date.

(2) The Rector shall assign a new commission consisting of three habilitated persons in order to judge the opposition within 5 days from its registration. On the basis of the commission report, the Rector shall take a final decision within 10 days from the opposition registration.

Art. 11. (1) The competition examinations shall be carried out in AUP faculties in the current academic year.

(2) The competition includes an examination in the specialty and an examination in a foreign language (English, French, German, Russian, or Spanish – upon the applicant's choice) in front of commissions assigned by a Rector's order as follows:

- For the specialty examination the commission shall consist of at least 3 habilitated persons;
- For the foreign language examination the commission shall consist of 3 foreign language lecturers.

(3) The examination programs shall be approved by the faculty's dean under the department's proposal for the needs of the relevant competition.

(4) The examination shall be in written form (anonymous) and in oral form – with separate grades. The written examination shall be completed within 5 hours. Applicants obtained a grade of at least Very good (4.50) shall be allowed to oral examination. Applicants successfully passed the examination shall be those who receive an average grade from the written and oral form at least Very good (5.00).

(5) The foreign language examination shall be admitted only for applicants who have successfully passed the specialty examination. The successfully passed applicants shall be those who have received a grade not lower than Good (4.00).

(6) The grades of the competition examinations shall be formed with accuracy up to 0.25.

(7) The results of each examination shall be recorded in a report of the examination commission and shall be announced to the applicants within the examination day. The grades shall be conclusive and shall not be subject to correction.

(8) The commissions` reports shall be submitted in EIC after the examination completion.

(9) If procedure infringements are available the applicants have the right to submit a written opposition to the Rector within 7 days. The later shall assign a check-up and shall take a conclusive decision for the legitimacy of the competition procedure.

(10) The applicants successfully passed the examinations shall be rated by the specialty examination grade.

Art. 12. (1) On the basis of the specialty commission chairman`s report , FC shall hold a meeting for election between the applicants successfully passed the competition **within 1 month after the competition date**. The same meeting shall elect the scientific tutor of the doctoral student under a proposal of the department`s council. A habilitated person shall be elected for a scientific tutor.

FC can take a decision for a second scientific tutor if the preparation and the dissertation character require this.

(2) In cases when two or more applicants for one place have been admitted to the election, FC shall elect one of them taking into account the average grade from the diploma of higher education, as well as the documents attesting the applicants` interests and achievements in the relevant scientific field. In case when none of the applicants receives a majority in votes, a new voting shall be carried out between the applicants with the most votes. In case of no election, the competition procedure shall start from the beginning – with the request for the relevant place to the Ministry of Education and Science.

(3) In cases of established procedure infringements in the applicants rating, FC shall submit a suggestion to the Rector measures for troubleshooting, including rating cancellation.

Art. 13. (1) Admission in an individual form of training of doctoral students developed the main part of the dissertation work for acquiring the educational and scientific degree of Doctor shall be conducted without an examination throughout the whole academic year.

(2) The applicant shall submit a project of the dissertation work in the relevant department developed in its basic part, as well as References.

(3) The presented part of the dissertation work shall be discussed by the department council in the presence of the applicant. In case when the department council approve the applicant`s work, the head of the department shall submit a proposal to the dean about the dissertation topic, the scientific field and the scientific tutor (if the doctoral student likes and proposes one).

(4) On the basis of the proposal under Para. 3, FC on their meeting makes a decision for enrollment of the doctoral student, the topic of the dissertation, the scientific tutor, and the individual curriculum of the student.

Art. 14. On the basis of FC decision, under **Art. 12, Para 1** or **Art. 13, Para. 4**, the Rector of AU shall issue an order for the student`s enrollment. The order shall include: the form of the doctoral program, the department which shall organize the training, the training period, the topic of the dissertation (for doctoral students in individual form), the scientific specialty (specialties), as well as the scientific tutor (tutors).

Art. 15. (1) AUP can conduct training with a tuition fee in the educational scientific degree of Doctor (**Higher Education Act, Art. 21, Para. 5-7**).

(2) For training with a tuition fee can apply persons accomplished a grade not less than Very good (4.50) on the doctoral competition examinations.

Art. 16. Contracts shall be signed between the doctoral students with a fee and AUP. The contract shall obligatory include the conditions, the training terms, the terms for the tuition fees deposit.

Art. 17. Bulgarian nationals graduated from foreign higher schools can apply for doctoral students under the conditions and the procedure of these Regulations.

Art. 18. (1) Non-Bulgarian, non-EU, non-EIS, or non-Swiss applicants can apply and train in a doctoral program under the conditions of Art. 95, Para.7 of HEA without completion of examinations in the following cases:

- 1 in accordance with interstate programs for educational, scientific and cultural exchange;
- 2 in conformity with legal acts by the Council of Ministers.

(2) Applicants under **Para. 1, p. 1** and **2** shall be admitted by the conditions and procedure of the relevant program or the relevant legal act by the Council of Ministers after an agreement with AUP.

(3) Persons under **Para. 1** can apply for doctoral students under the conditions and procedures for Bulgarian nationals` admission, if:

1. have permanent residence status on the territory of the Republic of Bulgaria;
2. have a status of refugees;
3. are persons of the Bulgarian ethnic group (Ministerial decree No 103/1993)

Art. 19.(1) Applicants under Art. 18 shall submit the following documents:

1. an application form containing brief biographical data, the level of foreign languages competence, the higher school or the scientific organization the persons are willing to study;
2. a diploma attesting to a level of higher education for the acquired master degree;
3. A health certificate issued one month prior to the application and legalized by the relevant state institutions in the country of origin;
4. A list of publications, if available;
5. A photocopy of identity card or passport;
6. A certificate attesting to a recognized level of higher education if the diploma has been issued by a foreign higher school. It shall be issued by The Ministry of Education and Science of the Republic of Bulgaria;
7. Two photographs – passport-sized.

(2) Documents **under Para. 1, p. 2** and **3** must have a legalized translation in conformity with the decrees of the interstate treaties between the Republic of Bulgaria and the country of document origin, and if not available – by the common procedure for legalized translations and attestations of documents and other papers.

(3) Applicants **under Art. 18, Para. 1** shall submit the documents **under Para. 1** in the Ministry of Education and Science (MES).

Art. 20. (1) AUP shall send to MES the documents of the approved applicants **under Art. 18** – nationals of countries having required for issuing Visa for long-term stay in the Republic of Bulgaria, as well as information about:

1. The applicant`s personal data – names in Latin letters by passport, date of birth, place of birth, citizenship;
2. The name of the scientific specialty, educational and scientific degree, form and terms of training;
3. Information about the language and specialized training – the degree of Bulgarian language competence, the name of the basic unit providing the training, the training period;
4. The annual fee for the language and specialized training;
5. The bank account number of the faculty (university), for a transfer of the fee for the specialty training or the language training.

(2) The Ministry of Education and Science shall issue a certificate for the applicant`s training admission in the Republic of Bulgaria. The certificate shall be valid only for the academic year, in which

it has been issued.

(3) Persons applying **under the conditions of Art. 95, Para. 8 and 9** of the Higher Education Act shall pay training fees after issuing Visa, type D, and their arrival in the Republic of Bulgaria.

Art. 21. (1) The Rector of AUP shall issue an order for enrollment of the applicants approved under **Art. 18**.

(2) AUP shall inform in written form the Ministry of Education and Science about the enrolled doctoral students **under Art. 1**.

Art. 22. (1) Doctoral students, nationals of the EU-member states and the EEA members shall pay tuition fees under the conditions and procedure appointed for the Bulgarian nationals.

(2) Persons with dual citizenship, one of which is Bulgarian, shall pay 50 % of the tuition fee, defined by a decree of the Council of Ministers for the training of foreign citizens.

(3) Applicants admitted by interstate programs shall not pay tuition fees, as it is arranged on a reciprocal basis.

(4) Foreign nationals from the Bulgarian ethnic group shall pay 30% of the tuition fee for foreign students, defined by a decree of the Council of Ministers.

Art. 23. (1) Annually the Ministry of Education and Science shall announce and conduct competitions for transfer of doctoral students – Bulgarian nationals for doctoral training abroad under conditions pointed out in the interstate programs for educational, cultural and scientific exchange and under additional requirements.

(2) For training **under Para. 1** can apply persons enrolled in a full-time doctoral program in AUP.

(3) MES shall inform AUP about the doctoral students who are to continue their training under the procedure in **Para. 1**.

Art. 24. (1) The training of doctoral students shall include the following activities:

1. Scientific and experimental (art and creative) activity;
2. Teaching and/or expert activity, participation in scientific forums (national and/or international);
3. Examinations for a doctoral minimum;
4. Development of a doctoral dissertation work.

(2) The distribution of the activities for the training period shall be organized on the basis of a recommendation by the scientific tutor.

Art. 25. (1) The training of the doctoral students shall be conducted by an individual curriculum, as its form, structure and contents are in conformity with AUP established sample.

(2) The curriculum shall be worked out by the doctoral students and their tutors, it shall be discussed by the department's council and shall be approved by FC **within two-month period** from the date of the student's enrollment.

The individual curriculum shall define the doctoral program's direction and shall consist of a common curriculum for the whole training period and a working plan by years. The curriculum shall include:

1. Topic of the dissertation work;
2. Distribution of all activities by years;
3. Examinations and terms for them;
4. Attendance of defined number of lectures and practicums, participation of courses, seminars, conferences, other public scientific performances;
5. Stages and terms for preparation of the dissertation work.

(3) Change of the dissertation topic and the scientific tutor shall be admitted by exclusion, **3 months prior** to the meeting date of the primary unit for pre-discussion. The change shall be carried out with a Rector's order on the basis of a FC decision, after a department's proposal.

(4) The scientific tutor can be changed by a proposal of the department's council in the following cases:

- due to deceased reasons;
- in cases of long-term absence, not related to their duties by the basic employment contract, for more than 6 months;
- in cases of failure to perform their duties pointed out in these Regulations.

Art. 26. Doctoral students shall sit for examinations by the individual curriculum in front of commissions assigned by the Rector consisting of at least 3 habilitated persons and the scientific tutor.

Art. 27. (1) The doctoral students shall be attested by FC in the end of each academic year.

(2) The doctoral students shall present in front of the department's council a report for the completed activities, consisting of a scientific part (reporting the obtained results), and a report for the completion of the individual curriculum. The report shall be thorough, with not less than 5000 words, including figures, tables, etc., it shall thoroughly describe the received research data, the used methodology, the statistical processing of results, the department members shall make informed conclusions for the work quality and the extent of curriculum completion of the doctoral student.

(3) The scientific tutor shall present in written form their opinion about the doctorant's work in front of the department's council.

(4) The scientific tutor along with the doctoral student shall propose update of the individual curriculum for the next academic year.

(5) The department's council shall approve:

1. A position for the accomplishment of the individual curriculum and assessment of the doctoral student's activities;
2. A proposal for the doctoral student's attestation;
3. A proposal for concretization of the individual curriculum for the next year;
4. Recommendations for the further development of the doctoral work, recommendations for topic concretization or change of the tutor, if necessary.

(6) The proposal **under Para. 5** shall be approved by FC.

Art. 28. (1) In addition to the report under the former Article, the full-time doctoral students shall report their work every six months, as they shall present to the department's council a report for accomplishing their individual curriculum attaching the following:

1. A report for the completed part of the dissertation work and the doctoral minimum, signed by the scientific tutor and provided with evidentiary material;
2. A report about the teaching activities, signed by the head of the department.

(2) On the basis of the reports **under Para. 1**, the head of the department shall present a report to the Rector of AUP for the accomplishment of the obligatory requirements of the full-time doctoral students **under Art. 24, Para.**

(3) AUP shall suspend the financing of the doctoral dissertation in cases of failure to perform the requirements under Para. 1 until correction of the infringement.

Art. 29. (1) The scientific tutor shall be responsible before the FC for the research and professional preparation of the doctoral student.

Art. 30. (1) The doctoral students have the right to change the form of training and to transfer in other scientific organization during the training period. The change of the form shall be as follows:

- from a full-time to a part-time form of training – on the basis of FC decision;

- from a full-time and part-time to an individual form of training – on the basis of FC decision, in cases of developed dissertation work in its main part;

- from a part-time to a full-time form of training in cases of transfer in other scientific organization – on the basis of FC decision and after an approval by AC (Academic Council).

(2) Changes in the doctoral program **under Para. 1** shall be carried out by a Rector's order.

(3) In cases of change from a part-time to a full-time form of training, and from a full-time and part-time to an individual form of training the doctoral student or the training unit have to supply the necessary allowance to secure the training.

Art. 31. The full-time doctoral students in AUP can be part-time lecturers completing up to 1/2 of the obligatory tuition hours for a professor-assistant.

Art. 32. (1) The doctoral students have the right to suspend their training for a maximum period of 2 years.

(2) The doctoral program's suspension shall be done by the Rector's order on the basis of an application on behalf of the doctoral student and FC decision containing the position of the scientific tutor.

Art. 33. By a proposal of the scientific tutor, accompanied by a DC record and a FC decision, the doctoral program's term can be prolonged by objective reasons **up to 1 year**. The prolongation shall be done by the Rector's order, as in this period the doctoral student shall have no right for a scholarship.

Art. 34. (1) The full-time doctoral students shall have a vacation for not less than 30 days within the range of one academic year.

(2) The vacation under Para. 1 shall be permitted by the Dean after a proposal of the scientific tutor and coordination with the head of the department.

Art. 35. The doctoral students have the following rights:

1. To receive qualified support and guidance for their professional and creative development.

2. To participate in the research activities of the faculty and the department, guaranteeing their copyright, inventor's rights, and other similar rights and payments.

3. To choose and to be chosen for members in governing bodies of AUP – the General Assembly, the Faculty Council, the Academic Council;

4. To use the university dormitories and canteens (only for the full-time doctoral students), medical service, discounts for urban and interurban transport, as well as the whole material equipment of AUP for training, research, sport and cultural activities;

5. To participate in training, research, cultural, and sport communities related to their interests, as well as to be members in international organizations, which activities are not contrary to the laws of the Republic of Bulgaria;

6. To receive scholarships (only for full-time doctoral students);

7. To use credits for payment of the tuitions fees and/or for financial support during the training period;

8. The doctoral students – orphans, blind, deaf, disabled persons of first and second group, disabled soldiers, mothers with children of a maximum age of six, and the persons in clinics, have the right to special reductions after submitting an application and a FC decision.

Art. 36. The doctoral students have the following duties:

1. To complete successfully and in time the tasks appointed in their individual curriculum;

2. To preserve the material and technical equipment of AUP;

3. To follow the requirements in the University Regulations, and those of the primary unit;

4. To keep the name and the prestige of AUP;

5. To pay annual tuition fees;

6. The doctoral students in an individual form of training who are not part of the university academic staff shall pay a one-off annual fee for administrative costs. The fee's size shall be half of the annual tuition fee for full-time doctoral students by the relevant scientific specialties and shall be determined by a Decree of the Council of Ministers for each academic year. The size of the annual tuition fee for doctoral students in individual training being part of the university academic staff shall be determined by the Academic Council.

7. The full-time doctoral students shall not sign an employment contract for more than the half of the legal work time.

8. Full-time doctoral students who have started an employment contract for more than the half of the legal work time, shall be obligated to apply for the doctoral program transformation in a part-time form of training.

9. In cases when full-time doctoral students do not accomplish their duties under p. 8 and/or p. 9, they shall be expelled as full-time doctoral students in AUP, with no right of claims to the university.

Art. 37. (1) The doctoral student shall be suspended in the following cases:

1. Systematic failure to perform the obligations in the individual curriculum;
2. Failure to sit for the examinations without good reasons;
3. Regular absence of the scheduled lectures, courses, seminars, other classes without good reasons;
4. Regular violation of AUP Regulations;
5. Imprisonment conviction due to intentional criminal offence of common nature.

(2) The suspension shall be done by the Rector's order on the basis of a report of the scientific tutor and a FC decision.

Art. 38. (1) In cases of doctoral student's absence for good reasons, they shall personally inform their tutor in the proper manner, and shall receive a permission by the tutor or the head of the department.

(2) When the full-time or the part-time doctoral student has not provided consultations with their scientific tutor for **more than one month**, they shall be considered voluntarily left. The head of the department and/or the scientific tutor shall submit a written report about the self-willed leave of the doctoral student.

(3) A voluntarily left doctoral student shall be dismissed by a FC decision with no right of a dissertation defense.

Art. 39. The dismissed or voluntarily left doctoral students, full-time form of training, shall refund the received financial resources in accordance with the signed contracts, except for the cases of a sick-leave, proven with a medical document.

Art. 40. A doctoral student, who has completed their training and has successfully sat for the examinations in the individual curriculum, shall be struck off the list with a right of defense. The right of defense shall be obtained by a FC decision. The doctoral students, obtained the right of defense, shall be struck off the list by a Rector's order.

Art. 41. (1) The Agricultural University of Plovdiv shall provide the material equipment, shall take the expenses of enrollment, training (in accordance with an plan budget) and the dissertation defense of the post-graduate students, full-time and part-time form of training, subsidized by the state, in conformity with the differentiated norms for post-graduate training defined by the Council of Ministers.

(2) Organizations interested in the results of the relevant dissertation work can provide the post-graduates with the material equipment and resources in order to support their development and incorporation.

(3) The external persons being enrolled in an individual form of training shall pay the expenses on the dissertation defense.

(4) In cases when post-graduates in an individual form of training work on a basic employment contract in AUP structures and are enrolled in other scientific organizations, training and defense expenses shall be taken by AUP.

Art. 42. (1) Expenses related to the financial and material support for the dissertation development shall be annually approved by the Rector of AUP - expenses of training and expenses of daily living.

(2) The financing of the research work related to the dissertation of the full-time and part-time post-graduates shall be done by separated annual account-plans, approved by the Rector of AUP.

(3) The subsidy for the financial support of one doctoral student in a full-time form of training shall be equalized to two undergraduate students in a full-time form of training, and the subsidy for three post-graduates in a part-time form of training shall be equalized to two undergraduates in full-time form, in accordance with legal acts of the Council of Ministers and the requirements of the Higher Education Act.

Section II

Conditions and Procedure for Awarding the Educational and Scientific Degree of Doctor

Чл. 43. (1) The educational and scientific degree of Doctor shall be awarded to persons who have obtained this right under the procedure of Art. 8, Para. 1, and Art. 13, Para. 1, after a completed doctoral program training and a successful dissertation defense under the conditions and the procedure of ADASRB, RAADASRB and RAADASAU, in cases they meet the minimum national requirements.

(2) Within one month after expiration of the training term the primary unit shall propose to the Faculty Council the doctoral student to be taken out with or without the right of defense.

(3) The doctoral student shall obtain the right of defense after the accomplishment of the training activities determined in the individual curriculum and after the development of the dissertation work to a greater extent.

(4) The faculty council shall pronounce a decision on the proposal of the primary unit under Para. 2 at its first meeting after the meeting of the primary unit.

(5) The right of defense can be prolonged within a period of not later than 3 years after the decision of the faculty council under Para. 4.

(6) The doctoral students shall be taken out by a Rector's order.

Art. 44. Doctoral students shall be allowed to a dissertation defense for awarding the educational and scientific degree of Doctor in case when they are taken out with the right of defense and meet the minimum AU requirements determined by these Regulations.

Art. 45. (1) The dissertation work has to consist of scientific or scientific-applicable results representing original contribution in the field of science. The dissertation work has to present that the candidate have gained thorough theoretical knowledge in the relevant specialty and abilities to conduct individual research work.

(2) The dissertation work has to contain: a title page, contents, an introduction, a review of the achievements in the relevant field, materials and methods, received results, exposition, conclusions or broader conclusion – a summary of the received results, references.

(3) Проектът за автореферат на дисертационния труд се представя на хартиен и електронен носител.

Art. 46. (1) The doctoral student shall present a project of the dissertation to the scientific tutor, who shall estimate the readiness for defense and shall express their opinion within one month from the presentation of the dissertation. In case of a positive opinion about the candidate readiness for a defense, the scientific tutor shall inform the head of the department.

(2) The head of the department shall propose to the department council a date for opening of a procedure for pre discussion, as well as members of the expanded council for discussion, if necessary.

(3) The extended council/the department council for opening of a procedure shall be assigned by the Rector after a proposal of the scientific tutor and its coordination with the head of the department.

(4) The expanded council/the department council shall consist of at least three habilitated persons of the relevant scientific field. The members shall be determined on the basis of a well-grounded proposal of the scientific tutor, after coordinating with the head of the department.

(5) The department`s academic staff shall participate by rights in the expanded meeting.

(6) The expanded council`s meeting/the department`s council meeting shall be considered as regular in cases when the attending members are to be at least 2/3 of the members holding a scientific degree.

(7) The candidate shall present a short expose of the dissertation project.

(8) After a discussion, the expanded council/the department`s council shall make a decision /through open vote and simple majority/ about the readiness for dissertation defense before a scientific panel.

(9) After correcting the members` proposals at the expanded council/department`s council, the dissertation work shall be presented ready along with all the documents necessary for a defense within 30 days from the expanded council`s meeting.

(10) In case of a negative mark given by the scientific tutor, as well as not pronouncing within the term under Para. 1, the post-graduate student can bring the case for discussion to the primary unit`s council in order to give a final position about the readiness for a defense.

Art. 47. (1) In case of a positive mark about the readiness for a defense, the expanded council shall discuss and propose members of the scientific panel (SP). One reserve member from each group of SP shall be provided. The scientific tutor and the doctoral student shall participate in the discussion of the SP members, as they can give proposals for panel members.

(2) The head of the department shall present a report to the dean about the decisions taken under **Para. 1.**

Art. 48. (1) After the positive decision of the expanded council about the readiness for a defense, the candidate shall submit in the Human Resources Unit the documents for a dissertation defense in six copies, which shall include the following:

- An application form the the Rector for admittance to a public defense;
- A curriculum vitae in a European format;
- A diploma (along with the academic transcript of records) for the educational and qualification degree of Master or legalized copy done by the receiving official;
- A dissertation – 3 copies in a paper carrier and 3 copies in an electronic carrier;
- An author`s summary along with a summary in English language – 3 copies in a paper carrier and 3 copies in an electronic carrier;
- A list of the research publications and copies related to the dissertation;
- A written statement regarding the originality of results and contribution;
- A record of the department`s meeting regarding the proposal of the panel members;
- Other documents related to the dissertation (the order for enrollment, the examination records, the order for taking out with a right of defense, etc.).

(2) Within **one month** from the department`s proposal, FC shall approve the scientific panel and make a proposal for the panel assignment to the Rector of AUP. The date for defense shall be detrmind within the legal term with a report to the Rector by the chairperson of SP and after the reviews have been worked out.

(3) Within **7 days** from FC proposal **under Para. 2**, the Rector shall issue an order for the scientific panel assignment.

Art. 49. The scientific panel shall include **five** habilitated persons in the relevant scientific speciality, and if possible – in the relevant scientific direction and speciality of the dissertation topic. At least one of the members shall hold the academic position of Professor. At least three of the members shall be external for AU persons. The scientific tutor can not participate as a member of the panel.

Art. 50. (1) The panel members shall prepare two reviews and three positions. The reviews and positions shall conclude with a positive or negative assessment and shall be provided to the Human Resources Unit at AUP within **two months** from the assignment of the scientific panel.

(2) Within 14 days after the Rector's order, SP shall set up the first meeting, in order to elect a chairperson and two reviewers. For a chairperson of SP shall be elected an internal member – a person holding an academic position in AUP. At least one of the reviewers shall be an external person.

(3) The reviews (6-7 pages), the positions (293 pages) and the author's summary of the dissertation shall be published on AUP internet webpage not less than 20 days before the date of dissertation defense.

(4) In cases under Art.5, Para 4 and 5, the scientific panel members shall provide an obligatory statement about the presence or absence of plagiarism in the dissertation work, presented for assessment, in the reviews and positions.

(5) In cases under Para. 4, the scientific panel shall pronounce a decision voted with simple majority about the presence or absence of plagiarism. The decision shall be approved within 7 days but not longer after the expiry term under Para. 3.

(6) The candidate for awarding an educational and scientific degree of Doctor shall not be admitted to a defense in cases when the scientific panel has pronounced a decision for the presence of plagiarism in the dissertation.

(7) The panel's decision can be disputed before the Faculty Council/the Scientific council under a procedure defined in AUP Regulations.

Art. 51. (1) The scientific panel shall hold an open meeting for the candidate's dissertation defense after the defense admittance within one month from the publishing of the author's summary, the reviews and the statements on AU website.

(2) At the public meeting under **Para 1**:

1. The panel's chairman shall present the doctoral student;
2. The doctoral student shall present a brief summary of the main dissertation results;
3. The chairman shall present the reviews and statements of the panel members;
4. The panel members and each person attending can ask questions and make statements;
5. The doctoral student shall answer the questions;
6. Each panel member shall pronounce in public their assessment – positive or negative;
7. The chairman of the scientific panel shall pronounce the defense result and shall prepare a report to the Rector;

8. On the basis of a panel's chairman report to the Rector a diploma shall be issued to the successfully defended candidate.

(3) A successfully defended dissertation shall be considered the one having received three or more positive assessments.

(4) The dissertation work unsuccessfully defended shall be brought back for its completion. In cases when the candidate shows willingness, a new procedure of defense can be appointed within **one year** from the returning date. The second defense procedure shall be final. The expenses of the second defense shall be taken by the doctoral student.

Art. 52. (1) The educational and scientific degree of Doctor shall be awarded from the day of the successfully defended dissertation.

(2) The educational and scientific degree of Doctor shall be certified with a diploma issued by AUP in Bulgarian language, with an option of issuing the transcript of records in English language.

(3) The diploma under Para. 2 shall be issued upon a uniform model approved by the Minister of Education and Science, and shall be sent to the Ministry of Education and Science for registration within seven days from its issuing.

(4) AUP shall send to NACID information, electronic and paper, about the defended doctoral dissertations along with copies of the dissertations and the author's summaries.

Art. 53. (1) The expenses related to the dissertation defenses of full-time, individual and distant post-graduates having an employment contract with AUP shall be taken by AUP in cases when the application form for defense has been deposited in AUP Records Office.

(2) The doctoral student, who has successfully sat for the examinations in the individual curriculum, but has not completed the procedure under Art. 47 until the expiry term of the doctoral program including the extended period, shall be taken out with a right of defense. The defense expenses shall be taken by AUP in cases when it is carried out in a term not longer than one year. After the given term, the defense expenses shall be taken by the candidate excluding those having an employment contract with AUP.

(3) The external persons in an individual form of training shall pay the expenses on the dissertation defense.

Section III

Conditions and Procedure for Awarding the Scientific Degree of Doctor of Science

Art. 54. The scientific degree of Doctor of Science shall be awarded to persons who have obtained the educational and scientific degree of Doctor and meet the relevant minimum national requirements, after a successful dissertation defense and under the procedure of ADASRB, RAADASRB and RAADASAU.

Art. 55. Under equal other conditions, the persons awarded with the scientific degree of Doctor of Science shall have an advantage for holding academic positions.

Art. 56. (1) The candidate shall present to the corresponding department a dissertation project and an author's summary project. The dissertation for awarding the scientific degree of Doctor of Science has to include theoretical conclusions and solutions of large scientific or science-applied issues, corresponding to the contemporary achievements and represent a considerable and original contribution to science.

(2) The dissertation work under **Para. 1** shall be prepared individually and shall not literally repeat the topic and the main part of the dissertation presented for awarding the educational and scientific degree of Doctor.

Art. 57. (1) Upon a proposal from the head of the department, the Rector shall assign an expanded meeting of the department for opening a procedure for a discussion of the project of dissertation and author's summary.

(2) The department's expanded meeting shall include not less than five habilitated persons of the relevant scientific field and, if possible, of the relevant scientific speciality, at least two of them to be external for AUP members. The Department's Council shall provide a decision coordinated with the Dean.

(3) The department's academic staff shall participate by right in the expanded council.

(4) The expanded council's meeting shall be considered legal/ regular if the attendees to be at least 2/3 of the members holding a scientific degree.

(5) The candidate shall present a brief expose of the dissertation project.

(6) Minimum 3 opinions of the habilitated persons related to the relevant scientific field shall be presented at the expanded meeting.

(7) The expanded department's council take decisions by means of open vote and simple majority of the attending members.

Art. 58. At the procedure of preliminary discussion the candidate shall present the dissertation project and the related:

- A project of the author's summary and a summary in English on an electronic and paper carrier;
- A check up for the scientific contributions;
- A list and copies of the publications;
- A list and a copy of the citations;
- A list of participations on national and international scientific forums.

Art. 59. (1) The expanded department's council shall take a decision about the readiness for the dissertation defense before a scientific panel.

(2) For a positive decision, the candidate shall meet the relevant minimum national requirements.

(3) After a positive decision of the expanded department's council, the candidate shall submit documents for a dissertation defense in **seven** copies in the Human Resources Department of AUP, including the following:

- An application form to the Rector for admittance to a public defense;
- A curriculum vitae in a European format;
- Diplomas (with the transcripts of records) for completed higher education – the educational and qualification degree of Master and the educational and scientific degree of Doctor, or copies attested by the receiving official;
- A dissertation for awarding the scientific degree of Doctor of Science – 4 on a paper carrier and 3 on an electronic carrier;
- A check up verifying the implementation of the minimum national requirements in conformity with Art. 19, p. 7 of ADASRB;
- An author's summary with a summary in English – 4 copies on a paper carrier and 3 on an electronic carrier;
- A list and copies of the research works related to the dissertation - 4 copies on a paper carrier and 3 on an electronic carrier;
- A list of the citations of publications related to the dissertation (without self-citations) and copies of 15 of them chosen by the candidate -4 copies on a paper carrier and 3 on an electronic carrier;
- A check up for the scientific contribution of the dissertation;
- A written statement for originality of results and contribution;
- A report from the expanded council's meeting with a proposal of panel members;
- Other documents attesting the candidate's achievements related to the dissertation work (patents, copyright certificates, licenses, incorporations).

Art. 60. (1) The dissertation defense shall be carried out in public before a scientific panel in the relevant scientific field, and if possible – in the relevant scientific direction or speciality, consisting of **seven** habilitated members. At least three of the members shall be professors. At least four of the members

shall be external for AUP persons. In the process of decision about the panel members, one reserve member shall be provided for each group.

(2) At its first meeting, the panel shall elect a chairperson from its members and shall check the procedure completion.

(3) An internal member shall be elected for a chairperson – a person holding an academic position at AUP.

(4) Determining and approving of the panel members, as well as determining the defense date shall be carried out under the procedure in **Art. 5**.

(5) Candidates for awarding the scientific degree of Doctor of Science shall be admitted to a dissertation defense if they meet the relevant minimum national requirements.

Art. 61. (1) Three of the panel members – two of them professors, shall work out reviews. At least one of the reviews shall be worked out by an external member. The rest of the panel members shall prepare statements.

(2) The reviews and statements shall conclude with a positive or negative assessment and shall be provided to the Human Resources Unit **within three months** after the decision for the scientific panel.

(3) The reviews, the statements, and the author's summary shall be published on AU internet website.

Art. 62. (1) The procedures **under Art. 51** shall be correspondingly applied for a defense.

(2) A successfully defended dissertation shall be considered that with at least four positive assessments, as each panel member shall publicly announce their assessment.

(3) An unsuccessfully defended dissertation shall be brought back for correction. In cases of the candidate's will, a new procedure for a defense shall be pronounced not later than one year after the returning date. The second defense procedure shall be final.

(4) The expenses related to the second defense shall be taken by the candidate.

Art. 63. Expenses related to the dissertation defense of lecturers who are in the frame of the retirement age within two years after the expanded council's meeting with the started defense procedure shall be taken by the candidate.

Art. 64. (1) The scientific degree of Doctor of Science shall be obtained from the day of the successfully defended dissertation.

(2) The scientific degree of Doctor of Science shall be attested with a diploma issued by AUP upon a uniform sample approved by the Minister of Education and Science under the conditions and procedure in **Art. 34, Para. 2** of RAADASRB and shall be sent for registration in the Ministry of Education and Science within three days after the issuing through NACID.

Chapter Three.

OCCUPYING ACADEMIC POSITIONS

Section I

Conditions and Procedure of Occupying the Academic Position of Assistant

Art. 66. (1) The position of Assistant can be occupied by a doctoral student, who has been taken out with the right of a defense, but who has not completed the procedure of the dissertation defense. AUP Rector shall do the assignment by a proposal of the head of department after coordination with the Dean. The employment contract shall be for a period not longer than two years in conformity with **Art. 44, Para. 1** of RAADASRB.

(2) The academic position of Assistant can be occupied by a person being not a doctoral student and possessing the educational and qualification degree of Master. Within the employment contract term, the person occupying the position of a professor assistant has to obtain the educational and scientific degree of Doctor. **The contract term can not be longer than four years, in conformity with Art. 44, Para. 2 of RAADASRB.**

(3) After the expiry of the contract term a new fixed employment contract with the same person can not be concluded.

(4) After obtaining the educational and scientific degree of Doctor the assistant can participate in an AU competition for occupying the academic position of Chief Assistant under the procedure of ADASRB, RAADASRB and RAADASAU.

Art. 67. (1) Occupying the position of Assistant under Art. 66, Para. 1 and 2 of these Regulations shall be on the basis of a competition. The competition for the position of Assistant shall be announced by a proposal of the department where the position is needed, and shall be approved by the Rector. The proposals shall be motivated in a report form the head of the department, pointing out the necessity of employing assistants and providing information for the teaching work load in the department. The competition shall be carried out through an interview.

(2) The competition shall be announced on AUP website by the Administrative Unit of AUP giving a term for document admission within 30 days from the publication on the university webpage.

(3) The applicants willing to participate in the competition for the position of Assistant shall submit the following documents in the Administrative Unit of AUP:

- a) an application form for admittance to an interview to the Rector, registered in the Records Office;
- b) a curriculum vitae in an European format;
- c) a copy of the diploma for completed higher education and obtained an educational and qualification degree of Master – attested by the receiving official;
- d) a document for awarded the educational and scientific degree of Doctor or a copy attested by the receiving official (if available);
- e) a health certificate;
- f) a list of publications, inventions, rationalizations, and other scientific and applied research developments (if available);

(4) The applicants shall be admitted to the competition by a commission including – the Dean and members: the head of department, an expert from the Administrative Unit of AU.

(5) Within 7 days from the expiry of the application term, the applicants shall be informed in written form about the date, time, conditions, and place for the competition to be held.

(6) The competition of the announced speciality shall be conducted up to 15 days after the date of notification.

(7) The competition shall be conducted by a three-member commission assigned by the Rector upon a proposal of the head of department, consisting of three habilitated persons in the same and or similar scientific field and **verified in NACID**. Commission members can not be persons being related with a given candidate under § 1, Para. 3, 4 and 5 of the Additional Provisions of ADASRB.

(8) In the competition process the members shall assess the candidate`s knowledge in the relevant scientific field, their communication skills, adaptation skills and skills for academic presentation of theses. In cases of more attending candidates it shall be taken into account an obtained educational and qualification degree of Master being the closest to the competition theme, the diploma thesis theme, and the presence of publications in the same field (if available).

(9) The commission under Para. 8 shall work out a written statement to the Rector providing a motivated proposal for assignment of one or more candidates.

(10) Within one month from the Commission`s statement, the Rector shall assign the proposed candidate(s) to a fixed employment contract in accordance with the requirements of ADAS and the university needs.

Section II

Conditions and Procedure of Occupying the Academic Position of Chief Assistant

Art. 68. (1) The academic position of Chief Assistant shall be held only by a person who meets the minimum national requirements and the requirements under Art. 1a, Para. 2 and has been awarded with the educational and scientific degree of Doctor.

(2) The academic position of Chief Assistant shall be held on the basis of a competition and elections.

Art. 69. The competitions for holding the position of Chief Assistant shall be announced upon a decision of the Academic Council after a department`s proposal and an approval of the Faculty council. The proposals shall be motivated in a report to the Rector, applying information about the teaching work load of the lecturers in the primary unit.

Art. 70. (1) The competition shall be announced in State Gezette and on the university website by the Human Resources Unit at AU under the conditions of Art. 3, Para. 1 of ADASRB, in a term not shorter than two months.

(2) The applicants shall submit the following documents:

- a) an application form to the Rector for the competition admittance – attested in the Records Office at AU;
- b) a curriculum vitae in a European format;
- c) a diploma (with the transcript of records) for obtained educational and qualification degree of Master or a copy attested by the receiving official;
- d) a diploma for educational and scientific degree of Doctor – a copy attested by the receiving official;
- e) a health certificate;
- f) a police clearance certificate;
- g) a certificate for teaching practice and experience in the relevant speciality;
- h) a list of publications, inventions, and other scientific and applied developments and their copies – on one paper and one electronic carrier;
- i) a check up for meeting the minimum national requirements in conformity with Art. 19, p. 7 of ADASRB.

Art. 71. (1) Applicants shall be admitted to the competition if they meet the statutory requirements, including the minimum national requirements under Art. 1a, Para 1, and the requirements in these Regulations.

(2) The requirements for admittance, excluding the minimum national requirements under Art. 1a, Para 1, and the requirements in these Regulations, shall be discussed by a Commission of Admittance (CA). CA shall include a chair person and members – the head of the receiving unit, the head of the primary unit, and other members appointed by a Rector`s order for every single competition.

(3) Meeting the minimum national requirements and the requirements of RDASAU shall be verified by the scientific panel.

(4) The applicants shall be informed in written form about the result of the admittance procedure within 14 days after the appointment of the panel under Art. 49, Para. 1 of RAADASRB. The persons not admitted to the competition shall be informed about the refusal motives.

(5) The admitted applicants shall be informed in written form about the date, time, and place of the competition within the term under Para. 4.

(6) The competition shall be conducted by documents not later than one month from the notification under Para. 4.

Art. 72. (1) The competition shall be conducted by a scientific panel consisting of **five** habilitated persons. At least two of the panel members shall be external to AU. A chairperson shall be an internal for AU member.

(2) The scientific panel shall be chosen **not later than two months** from the competition announcement in State Gazette.

(3) The scientific panel shall be appointed with a Rector's order after a department's proposal and its approval by the Faculty Council.

Art. 73. (1) Each panel member shall provide the applicants with a positive or negative assessment.

(2) Each panel member shall assess the applicants separately on the basis of completing the minimum national requirements and the requirements under Art. 1a, Para. 1. The members shall take into account the results and contributions and shall assess positively or negatively each applicant.

(3) The applicants for the academic position of Chief Assistant shall also be assessed by the following indicators:

1. Teaching activities:

a) auditorial and extra-auditorial activities – use of electronic training;

b) work with the students – a team work with students in research and creational projects;

a) research work – participation in research projects concluded with research developments;

b) scientific publications – paper and electronic, not less than 5, at least 3 of them reported and indexed in world secondary publishing sources.

b) art performances – not less than two, at least one of them in an international forum abroad;

r) work related to a subject syllabus or a course.

(3) In the beginning of the concluding session the applicants shall perform a brief presentation on a chosen topic related to the announced competition, and shall answer the panel members' questions.

(4) The concluding session can be conducted immediately after the session of document discussion.

(5) Not later than seven days after the competition has been held the panel chairperson shall present a generalized report about the results to the Faculty Council with a proposal for elections. The report shall be signed by all panel members.

(6) In the presence of more than one applicant, who have successfully passed the competition, the scientific panel shall hand a motivated proposal for elections in the report under Para 4.

Art. 74. (1) The elections for the position of Chief Assistant shall be carried out by FC not later than **14 days** after the panel's proposal.

(2) FC shall make decisions with open voting and majority – more than the half of the listed staff.

The right of voting shall have only members of FC, habilitated persons and persons obtained the educational and scientific degree of Doctor and/or the scientific degree of Doctor of Science.

(3) The FC decision shall be final.

(4) Within 14 days after the elections, each of the applicants shall be informed in written form about the competition and election results.

Art. 75. (1) The employment contract between AU and the person who has won the competition shall start from the day of FC elections. The elected candidates shall be appointed by the Rector`s order up to one month from the notification.

(2) Persons who have not occupied the academic position of Chief Assistant **within 2 months from the notification of the election results** shall lose right to occupy the position, except for the cases when they have been impeded from a disease or an official trip abroad with continuation period of over 22 days. The circumstances under the present Paragraph shall be proven with a document for hospitalization or a copy of the official trip order.

Holding the Position of “Full-time Lecturer”

Art. 76 (1) The positions of non-habilitated academic staff who are assigned to carry out only teaching activities for non-language training specialists, sports, art, etc., shall be lecturer and senior lecturer.

(2) Lecturers shall be appointed by the Rector of AU after a successful completion of a competition exam and subsequent election by the Academic Council (AC).

(3) The competition notice shall be published on the AU internet site by the Human Resources (HR) Department at AU upon a proposal of the Faculty Council/College or Department Council/ and after having been confirmed by the AC.

(4) The candidates for the competition shall submit the following documents at the HR Department within one month after the notice has been published on the official AU site:

a) application to the Rector to be admitted to the competition, which shall be registered at the AU Registration Office;

b) CV - European format;

c) copy of higher education diploma and acquired “master” degree – certified by the receiving official;

d) PhD diploma – a copy (if applicable);

e) list of publications, inventions, rationalisations, and other scientific or practical research developments (if applicable).

(5) The admission of candidates to the competition exam shall be decided by the Rector and the Director in accordance with a report by a Commission appointed by the Rector with Chairperson – the Vice Rector for Science and Research.

(6)The decisions for no admission to the competition may be appealed under the Administrative Procedure Code (APC).

(7) The candidates shall be informed in writing within 14 days after the deadline for submission of documents, a questionnaire for the competition shall be sent to the admitted candidates along with the already determined date, time and place for the exam.

(8)The competition exam for the announced specialty shall take place from 14 to 30 days after the date of sending the notification.

(9)The competition exam shall be carried out by a Selection Commission appointed by the Rector and including three members: the Vice Rector for Academic Affairs, the Director of the Department of Languages and Sports and the Head of the respective section.

(10)The competition shall take place at the Department of Languages and Sports at AU, in accordance with **Art. 11, Paragraph 4, 7, 8, 9 and 10** of the Regulations for Development of the Academic Staff in the Agricultural University (RDASAU).

(11)Within **one month** after the submission of the report, the Rector shall bring forward the Selection Commission proposal to the AC.

(12)The Rector of AU shall appoint the candidate elected by the AC within **one month** after the voting.

Section III

Conditions and Procedure of Occupying the Academic Position of Associate Professor

Art. 77. (1) Candidates for the academic position of Associate Professor” must meet the following requirements:

1. to have obtained education and scientific degree of Doctor;
2. for not less than two years:
 - a) to have held the academic degree “assistant” and/or “chief assistant”, or
 - b) to have been a lecturers, including part-time lecturers, or members of research teams at the University or at another higher education establishment or scientific organisation, or
 - c) to have performed creative and art activities with proven results, or
 - d) to have been specialists from practice and to have proven achievements in the competition field.
- 3.To have submitted: published monography work or similar publications in specialized scientific periodicals or proofs for adequate creative and art achievements in the area of arts, and which do not repeat those submitted for obtaining the education and scientific degree “doctor” or for obtaining the scientific degree “doctor of science”.
4. To meet the corresponding minimal requirements of art.1, par.1 and the requirements of RDASAU;
5. To have no proven plagiary according to the statutory order in their scientific work.

Art. 78. (1) The appointment for the academic position of Associate Professor is as a result of a competition and election in accordance with chapter three, section IV of ADASRB.

(2) The competition is announced on the condition of provided sufficient number of academic hours on disciplines from the same specialty, in accordance with the regulations and codes for academic load at AU, of which at least 30 hours should be lecture courses.

Art. 79. The rules of **art. 70 (1)** of these Regulations should be applied for announcing the competition.

Art. 80. (1) The candidates for the competition submit the following documents in the HR Department at AU:

- Application to the Rector;
 - Copy of the promulgation of the announcement in the State Gazette;
 - Diploma (with supplement) for acquired “Master” degree or a certified copy by the receiving official;
 - Diploma for Doctoral degree or a certified copy by the receiving officer;
 - Diploma for scientific degree of Doctor of Science or a certified copy by the receiving officer (if applicable);
 - Rector’s (Director’s) order of a higher education establishment or scientific organization confirming election for holding a “Chief Assistant” position;
 - CV – European format;
- (3) Reference for fulfillment of minimal national requirement in accordance with Art.19, it.7 of ADASRB.
- General list of publications;
 - List of publications for participation in the contest and their copies;

- Abstracts of scientific work and publications for participation in the competition;
- List of citations;
- Impact factor information;
- Reference for contribution in the scientific works;
- Materials for adopted creative achievements (if applicable).

(2) The materials are submitted in 8 copies – 1 paper and 7 electronic version.

Art. 81. (1) Candidates submit a reference for fulfillment of minimal national requirements and for the requirements of art.1, par.2, as well as, a reference for the original scientific contributions with the respective proofs.

(2) Only candidates meeting the conditions of **art.77** are allowed to assessment.

Art. 82. Candidates are allowed to participate in the competition by a commission, observing regulations of **art. 71**.

Art. 83. (1) The competition is carried out by a 7-member scientific panel including habilitated individuals verified at NACID. At least three of the panel members are external to the University and at least three of the members are professors. At the first session, the scientific panel shall elect a Chairperson among their members who shall be from the AU.

(2) The scientific panel shall be nominated with a Rector's order after a proposal given by the department and after being confirmed by the Faculty Council. The date for the first session of the panel shall be fixed by the Rector in accordance with the proposal given by the Head of Department.

(3) The scientific panel shall nominate two reviewers, at least one professor, to prepare their reviews within a 14-day time limit after the deadline for document submission. The other members of the scientific panel shall make opinions. The reviews and opinions shall conclude either positively or negatively for the selection of the candidate.

(4) The members of the scientific panel shall submit their reviews and opinions to the Chairperson within a two-month time limit after their first session.

Art. 84. The scientific panel shall carry out the competition within a six-month time limit after the promulgation of the announcement in the State Gazette.

Art. 85.(1) The scientific panel shall assess the candidates for the “associate professor” position in accordance with the terms in art.77 and in conformity with the results from the references in Art. 80, Para. 1.

(2) On equal footing, according to Para.1, the scientific panel shall also take into account the general assessment, received after the evaluation of those additional indicators applicable in the respective scientific area, as follows:

1. Related to the academic work:

a) contact and extracurricular classes; innovative teaching methods, provision of hands-on training outside the higher institution or scientific organisation;

b) working with undergraduates and PhD students, including collaboration with undergraduates and PhD in research and creative projects;

2. Related to the research work:

a) membership in a competent creative and/or professional organisation from the respective scientific area;

b) research results applied in practice; inventions and other intellectual products;

3. Related to creative and art or sport activity:

a) participation in projects; membership in creative or sport organisation;

b) sport achievements with international recognition.

Art. 86 (1) The competition and election shall be held in accordance with the order foreseen in Art.27 of ADASRB and these Regulations.

(2) Within a time limit of 30 days before the final session of the scientific panel, the abstracts of the papers for participation in the competition written by the participants in the procedure shall be published on the AU site, along with the reviews and opinions of the panel members.

(3) The panel shall rank the candidates in an open vote and shall propose them to the Faculty Council for election. The proposal to the council shall be made by the Chairperson of the scientific panel and signed by all members **within seven days**.

(4) The candidate may hand in a written opinion or objection to the Chairperson of the scientific panel regarding their reviews and opinions within 7 days after they have been published. It shall be enclosed to the set of documents and published on the Internet site.

(5) The FC shall make a decision for the election of an associate professor in conformity with the proposal of the scientific panel. The elections shall take place no later than one month after preparing of the proposal according to Para. 3, and observing **Art.73, Para. (2)** of these Regulations.

(6) The decision of the Faculty Council shall be final.

(7) Within **14 days** after the elections, each candidate admitted to participate in the competition shall be informed about the result in writing.

(8) Within 6 months after the election, the habilitated lecturer shall deliver a public academic lecture before the academic authorities at AU.

(9) The elected associate professor shall get a diploma, issued by the AU.

Art. 87. The employment relationship between AU and the individual who has won the competition shall start from the day the Rector confirms the election. The employment contract shall be entered into an agreement **within one month** after the confirmation of election.

Section IV

Conditions and Procedure of Occupying the Academic Position of Professor

Art. 88. (1) Applicants to occupy the academic position of Professor shall meet the following conditions:

1. to have acquired the educational and scientific degree of Doctor;
2. to have occupied the academic position of Associate Professor in the same or in another higher school or scientific organization for not less than two academic years or for minimum five years:
 - a) to have been lecturers, including part-time, or members of a research and development team in the same or in another higher school or scientific organization, or
 - b) to have been practicing specialists and to have got proven achievements in their field;
3. to have presented a published monograph or equivalent publications in specialized scientific issues which do not reproduce those presented for awarding the educational and scientific degree of Doctor and for awarding of the scientific degree of Doctor of Science and for occupying the academic position of Associate Professor ;
4. to have presented other original scientific-research works, publications, inventions, and other scientific and scientific-applicable works, to be assessed together. If the applicants have not occupied the academic position of Associate Professor , they must present another published monograph or equivalent publications in specialized scientific issues which do not reproduce those presented for awarding the educational and scientific degree of Doctor and for awarding of the scientific degree of Doctor of Science.
5. to meet the minimum requirements of AU and the requirements under Art.1a, Para.1.
6. to have no plagiarism proven as per the legally established order in the scientific works.

(2) The candidates shall submit a reference on the fulfillment of the minimum national requirements, the requirements of ИПАСAУ , and a reference of the original scientific contributions to which shall be attached the relevant evidence.

(3) The candidates for the academic position of Professor, regardless of their professional field, shall be admitted to the competition after the submission of a reference from NACID that they are entered as persons occupying the academic position of Associate Professor meeting a definite set of scientometric requirements.

Art. 89. (1) The academic position of Professor shall be occupied on the basis of a competition and an election held under the terms and procedures set out in Chapter III, Section IV of the Development of the Academic Staff in the Republic of Bulgaria Act (DASRBA).

(2) A competition for occupying the academic position of Professor shall be opened if the relevant teaching workload is provided according to the academic workload rules and requirements

(3) The Faculty Council may rule on procedures to hold the academic position of Professor only if at least one third of the members of the council with voting rights is made up of persons holding the academic position of Professor, or holding the scientific degree Doctor of Science.

(4) Under Para.3, all members of the academic staff of the respective faculty or scientific organization who hold the academic position of Professor, or hold the scientific degree Doctor of Science shall be included in the Faculty Council for the purposes of the election.

(5) Where it is not possible to fulfill the conditions under Para.2, stipulating the specific procedure for the appointment of the academic position of Professor, external members who meet the requirements under Para.2 may also be invited.

Art. 90. (1) All candidates admitted to competition shall submit the following documents to the Human Resources Department at AU:

- a) an application to the Rector;
 - b) a copy of the advertisement in the State Gazette;
 - c) A Master's Degree Certificate, or a certified copy of the same;
 - d) a Doctor's Degree Certificate or a certified copy of the same;
 - e) a Curriculum Vitae – European format;
 - f) a certificate for the academic position of Associate Professor – original or a certified copy;
 - g) a reference for the fulfillment of the minimum national requirements under Art.19, (7) of DASRBA;
 - h) a list of all publications;
 - i) a list of all scientific publications, which do not reproduce those presented for awarding the educational and scientific degree of Doctor, for awarding of the scientific degree of Doctor of Science, and for awarding of the academic position of Associate Professor;
 - j) reviews of the scientific publications, which do not reproduce those presented for awarding the educational and scientific degree of Doctor, for awarding of the scientific degree of Doctor of Science, and for awarding of the academic position of Associate Professor;
 - k) a list of citations;
 - l) a reference for impact factor;
 - m) a reference for scientific contributions;
 - n) materials for scientific and research developments under implementation (if applicable).
- (2) The aforementioned materials shall be submitted in 8 copies – 1 paper copy and 7 electronic copies.

Art. 91. Candidates shall be admitted to competition by a committee, following the provisions set out in **Art. 71**.

Art. 92. (1) The scientific panel shall assess the candidates for academic appointment as Professor in accordance with the terms and conditions referred to in **Art. 88, Para.1** and the references mentioned in **Art.88, Para.2**.

(2) Eligible shall be considered candidates who meet the provisions under **Art.88, Para.1 and Para.2.**

(3) Where all other conditions under Art.1 are equal, the scientific panel shall also take into consideration the total score, obtained from the assessment of the following additional parameters, which are applicable in the respective field:

1. academic activities:

a) contact and extracurricular studies – sharing of teaching experience, supervision and consulting of colleagues; provision of practical activities and field trips; provision of content and language integrated learning;

b) tutoring of undergraduate and post-graduate students, including supervision and guidance for PhD students occupying academic positions at higher education institutions of scientific organizations;

2. related to research and development:

a) supervision and management of scientific projects, setting up research teams; membership in authoritative creative and/or professional organizations in the respective scientific area; provision of authoritative reviews; establishing of innovative scientific fields/schools; delivering of lectures at foreign universities;

b) implementation and application of research results; inventions and rationalizations;

3. related to creative or sporting activities: membership in creative organizations/schools, delivering of lectures at foreign universities; creative or sporting events at international forums;

Art. 93. (1) The scientific panels shall consist of seven members with academic rank, registered in NACID – at least four of whom shall hold the position of Professor and at least three of whom are external members. Three reviews and four expositions shall be drawn up.

(2) For the outstanding issues concerning the procedure as regards the academic appointment as Professor, the provisions of Chapter III, Section III shall apply respectively.

The appointed Professor shall obtain a Diploma issued by AU.

Section V

Control. Inspection Commission

Art.94. (1) An Inspection Commission (IC) was set up at AU whose primary role is to monitor and supervise the conformity between the procedures and the rules underlying the academic staff development. The IC was approved and proposed by the Rector.

(2) The IC performs the following functions related to:

1. Examination of the proposals brought forward by each department concerning the opening of procedures for the acquisition of scientific degrees and occupation of academic positions.

2. Examination of proposals for the transfer of academic positions at AU to other higher education institutions and/or other related scientific organizations if there is one candidate only.

3. If necessary, the IC can draw up authoritative expositions in accordance with 1. and 2.

Art. 95. The IC shall consist of a Chairperson and Members from different scientific areas.

Chapter Four.

Concluding Provisions

Art. 96. In case of a conflict of interest regarding the setting up of scientific panels in compliance with DASRBA, these persons shall be devoid of their right to participate as panel members for the period of three years from the date of the identification of the conflict of interest.

Art. 97.(1) Any person shall be relieved of their duties:

1. in the presence of plagiarism or lack of credence in their dissertation or publications submitted for assessment, or in the scientific data used in the procedures for the acquisition of scientific degree, used in a competition for the occupation of academic position;
2. where the person in their capacity as a member of a panel, faculty/scientific board has exhibited a proof for violence/fraud which can be regarded as judgment having the force of res judicata.
3. where the person has received negative assessment in two successive attestations.

(2) In cases under Para.1.1, the scientific degree acquired under the order of the act related to the violation, shall also be withdrawn.

(3) Withdrawal of a scientific degree and dismissal from an academic position shall be done by the Rector of the higher school, under the order of the Higher Education Act and the Regulations of the higher school, and by the Head of the scientific organization respectively, under the order determined in the rules of the respective organization.

(4) Upon dismissal from an academic position and upon withdrawal of a scientific degree under all personal rights of the individual arising from the scientific degree and the academic position shall be deemed revoked.

Additional Provisions

§ 1. Participants in the procedures outlined in the present Regulations shall not be admitted to their election at Faculty Councils.

§ 2. The professional fields and the scientific areas within the meaning of the present Regulations shall be determined in accordance with the higher education areas and professional fields existing in the Classification of the Areas of the Higher Education and Professional Fields, adopted with Decree No 125 of the Council of Ministers 2002.

§ 3. The transition of academic positions to the AU from other higher education institutions or scientific organizations, including other European countries shall be done in compliance with the respective procedures set out in the present Regulations. The transition of academic positions can be done through a Rector's order based on a decision of the Academic Council at AU without a competition procedure if the candidates exceed the minimum of scientometric requirements for the respective academic position.

§ 4. Scientific degrees acquired in other countries shall be recognized by the Bulgarian Ministry of Education upon submission of a legalized diploma certifying the respective scientific degree in accordance with the normative documents and international agreements where the Republic of Bulgaria is a contracting party.

§ 5. (1) All announcements on internet websites shall contain a date of publication which must coincide with the date of the publication in the State Gazette.

(2) In case this information is published only on the internet site, a report of relevance shall be drawn up and signed by the Chairperson of the Commission, the Dean and the Chief Expert at the HR Dept.

§ 6. While following procedures under the present Regulations containing classified information, all meetings of the relevant bodies shall be closed and the requirements of the Protection of Classified Information Act shall be applied.

§ 7. The annual remuneration of the members of the scientific panel is determined as per each calendar year by the Academic Council at AU. External members are additionally reimbursed for travel and subsistence expenses.

§ 8. The ratio between the academic positions of Assistant, Chief Assistant, Associate Professor and Professor at AU, and between the faculties and departments is recommended to be as follows:

1. Assistant – 15% of the teaching staff under Employment Contract (EC)

2. Chief Assistant – 25% of the teaching staff under EC
3. Associate Professor – 35% of the teaching staff under EC
4. Professor – 25% of the teaching staff under EC

§ 9. Within the meaning of the present Regulations:

1. “proven achievements in the respective scientific area” shall be:
 - a) plant varieties occupying at least 15% of the total agricultural area planted with the respective crop throughout the years of their production;
 - b) technologies implemented at a national level (accepted as standard by the respective ministry or other state body of equal standing;
 - c) methods adopted as part of the Bulgarian State Standard, or other nationally implemented standards.
2. “private interest” shall be an interest to the benefit of a member of a panel, who has more than 20% of joint publications.

§ 10. "plagiarism" shall be the presentation of works as one's own, entirely or partially written or created by someone else, or the use of scientific results published by someone else, without citation or quote during the procedures for acquiring academic degrees or for taking up academic positions.

§ 11. "referenced and indexed publications" shall be publications in which the articles are published after anonymous review and are part of the international research area, referenced and indexed in authoritative databases of scientific information.

§ 12. "a monograph" shall be a scientific publication which contains a complete and comprehensive study of a particular subject, problem or person written by one or several authors who adopt the same view. The monograph is a scientific work which does not duplicate or summarize the existing knowledge and has its scientific editor and/or scientific reviewers, has an ISBN and has a volume of not less than 100 standard pages with 1 800 characters per page. It shall contain extensive content, a comprehensive bibliography, with references to other scientific works in its text.

Upon the publication of a monograph, textbook, coursebook, or other written materials, the author shall present a taking-over certificate for a mandatory deposit made to Sts. Cyril and Methodius National Library.

§ 13. "a chapter from a book" shall be a separate subdivision of the main text of a scientific work which has a scientific editor and/or scientific reviewers; it addresses a separate problem or issue from the main topic that is defined in the title or numbered, and is published in a non-periodical scientific publication that has an ISSN or an ISBN, respectively. It may be from one or more authors.

§ 14. "a paper" shall be a scientific study published in a magazine, collection or independently, which deals with certain aspects of problems and issues, which has its scientific editor and/or scientific reviewers, has ISSN or ISBN respectively, and its volume is between 20 to 99 standard pages with 1 800 characters per page.

§ 15. "a survey" shall be a scientific study published in a journal, a collection or independently, in which a critical review is done of the literature published on a certain scientific problem, has ISSN or ISBN respectively, and has a volume of 10 to 99 standard pages with 1 800 characters per page.

§ 16. "an article" shall be a published scientific work corresponding to the requirements under 12, which contains a description of original scientific research and its volume is of up to 20 standard pages with 1 800 characters per page.

§ 17. "a citation" shall mean referencing a scientific publication of the author in another scientific publication or a patent. Referencing one publication, regardless of how many times in the text it is done, shall be considered as one citation.

§ 18. "self-citing" shall be a citation where the publication being quoted and the publication quoting it have at least one common author.

§ 19. "lack of credibility of the presented scientific data" shall mean the intentional use of false and/or manipulated source data in the creation of scientific works.

§ 20. "academic lecture" shall be an organized presentation given by a habilitated person addressing a key problem from his or her scientific or educational area in front of the academic audience at AU.

§ 21. "external members" shall be persons who, to the date of their appointment as panel members or at least five years prior to this date, have not been engaged in teaching or scientific activities under their employment contract.

§ 22. "conflict of interest" shall exist where any member of a panel, or persons related to him/her, has private interest which may affect the impartial and objective exercise of his/her powers or duties in connection with his/her participation in the relevant procedure.

§ 23. "habilitated persons" shall be the persons who hold or have held the academic positions of Associate Professor or Professor.

Transitional and concluding provisions

§ 1. These Regulations shall be adopted pursuant to §10. of the DASRBA.

§ 3. The minimum of scientometric requirements for the acquisition of scientific degrees and academic positions shall be adopted by the Academic Council at AU and shall be uploaded on the university website.

§ 4. Where the procedures leading to the award of the educational and scientific degree of Doctor have been established prior to May 4th, 2018, the respective PhD advisor shall not take part in the scientific panel.

§ The decisions as regards the elections for the academic positions of Chief Assistant, Associate Professor and Professor shall be published on the university website within seven days of the Faculty Council meeting.

These Regulations are adopted at the Academic Council meeting on June 16th, 2020 (Record of proceedings No...)