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Polytechnical
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RULES

on Obtaining Academic Degrees and Development of the Academic Staff of the European Polytechnical University

2016

www.epu.bg

GENERAL PROVISIONS

Article 1. (1) These Rules set out the terms and conditions for obtaining academic degrees in the European Polytechnical University (hereinafter referred to as “the University”).

(2) The Rules is in compliance with the Higher Education Act (HEA), the Development of Academic Staff in the Republic of Bulgaria Act (DASRBA), the Implementing Regulations to the Development of Academic Staff in the Republic of Bulgaria Act (IRDASRBA) and the Rules on the Structure and Operation of the University.

Article 2. (1) Lecturers in the University are Bulgarian and foreign citizens with proved active involvement in the scientific, professional and practical work in the field of their scientific and teaching activities.

(2) In terms of disciplines in the curriculum that are directly related to the specialty, applied experience of candidates in modern practice is an advantage.

(3) Each member of the academic staff of the University actively works for the development of the University in compliance with its mission, values and priorities (article 45 of the *Rules on the Structure and Operation of the European Polytechnical University*).

Article 3. (1) Academic degrees are opened by resolution of the Academic Council upon proposal of a department or chair, with the agreement of the respective Academic Standard leader and of the rector and the president.

(2) Before being submitted to the Academic Council, if the proposal under paragraph 1 is made by a department or chair, it should be approved by the rector.

(3) The academic degrees in the University are:

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

(4) Academic degrees are obtained with contest, which can be announced if academic teaching load in disciplines of accredited curricula guaranteeing annual load as per the *Rules on Teaching and/or Research Load in the European Polytechnical University* is ensured.

(5) The contests for obtaining academic degrees are announced under accredited professional trends and specialties for regulated professions in compliance with the *Classification of Fields of Higher Education and Professional Trends* (Council of Ministers’ Decree No 125 of 2002) and the announcement should specify in brackets the disciplines or their modules for which the academic degree contest has been announced.

(6) When the Academic Standard is subject to a procedure under article 81, paragraph (1), item 2 of HEA for evaluation of project for opening a professional trend, the lecturers in this professional trend may be appointed by resolution of the Academic Council without contest, if they are transferred to the University to the same or lower academic degree from another higher education establishment or scientific organisation from Bulgarian or a European Education Area member state, and until obtaining accreditation they could work in other scientific and education institutions. The



proposals for academic degrees under paragraph 6 are discussed by a commission appointed by the rector, which reviews the submitted documents and makes report – opinion for the Academic Council.

(7) The rector approves the detailed internal procedure for announcement of academic degree contests.

Article 4. (1) Two types of contests are announced in the University under article 3, paragraph 5:

1. For promotion to a higher academic degree, which are monitored under the Development of Academic Staff Act (chapter 4 – Control, and article 3 and article 4 of Rules on the Development of the Academic Staff – SG no. 19 of 08.03.2011) and are promulgated in the State Gazette and are published on the website of the University with notification to the National Information and Document Center at the Ministry of Education, Youth and Science.

2. For employment in the University as academic staff members:

a. with the same degree from other higher education establishments or scientific organisations,

b. as assistants – beginners.

3. The contests under the preceding item 2 are announced on the University’s website and in other mass media or specialized periodicals.

(2) The deadline for submission of documents for participation in the contest should not be less than two months from the date of announcement thereof.

(3) By order, the Rector appoints a commission for admission to the contest. The commission comprises the following members:

1. the vice-rector in charge of the academic staff who is the chairman;

2. the head of the department/ chair that has made the proposal for the contest;

3. the leader of the academic standard for the needs of which the contest has been announced;

4. the head of the Academic Staff Development Office.

(4) Whenever needed, except the members of the commission under article 4, paragraph (3), the commission may also comprise habilitated lecturers from the primary unit that has made the proposal for announcement of the contest.

(5) The commission reviews the submitted documents, verifies them and makes a protocol that should be signed by all members.

(6) Within 14 days after the expiration of the deadline for submission of documents, the Chairman of the commission informs in writing all candidates, and in terms of unadmitted candidates, the motives for their non-admission should be stated.

(7) Within seven days after the date of the notification under paragraph 6, each candidate who is not admitted to participate in the contest may object against the decision before the Academic Council Commission on Academic Staff Development.

Article 5. (1) The assessment of candidates to obtain academic degrees “chief assistant”, “associate professor”, and “professor” is made by scientific juries, and for “assistant” – by a board of examiners. The scientific jury has two separate parts:



1. Internal members who are pay-roll habilitated employees of the University;
2. External members, habilitated individuals from the country and abroad.

(2) The members of the scientific jury are nominated by the Academic Council upon proposal of the department/ chair in coordination with the Program Council under whose academic standard the contest has been announced for, within two months of the promulgation in the State Gazette.

(3) Habilitated individuals in the respective professional trend may be elected as members of the scientific jury, and individuals in the respective scientific field falling outside the scope of such professional trend are also eligible. In case the announced contest is interdisciplinary, at least one member of the jury should be from another scientific field to which the announced contest is relevant. It is recommended to nominate at least one foreign scholar among the members of the scientific jury.

(4) One substitute member from each separate group should also be nominated for the scientific jury.

(5) Individuals who are related, within the meaning of § 1, item 5 of the Supplementary Provision of DASRBA, to a candidate for obtaining academic degree, as well as individuals who have private interest that might affect their impartial and objective attitude as members of the jury, may not be elected for members of the scientific jury under paragraph 1.

(6) Not later than one week after the election of the scientific jury by the Academic Council, the rector approves, by their order, its members and the chairman of the first meeting, as well as the remuneration of the reviewers and the members of the jury in compliance with the framework resolution of the Board of Trustees.

Article 6. (1) The chairman of the first meeting convenes the scientific jury not later than two weeks after the expiration of the deadline for submission of documents. During this meeting, the scientific jury elects among its members a permanent chairman and a scientific secretary. The scientific secretary makes the minutes of the jury meetings and submits them to the Academic Staff Development Office within one week.

(2) The jury meetings may not be held in the absence of any of its members.

(3) The scientific jury adopts resolutions in private with open ballot and with simple majority.

(4) The jury keeps minutes of its meetings, which should be signed by all members.

(5) When only one member is absent, the resolutions of the jury may be adopted without presence, provided the chairman of the jury establishes telephone or internet connection with the absent member, so that all the other members of the jury are able to hear the will of the absent member.

(6) The resolution under the preceding article enters into force after the written will signed by the absent members within 7 days after the meeting of the jury.

(7) The scientific jury conducts the contest within 6 months of the promulgation in the State Gazette.

Article 7. (1) The jury classifies the candidates by taking in consideration the requirements to the degree pursuant to these Rules, adopts a resolution on the contest with open ballot and makes proposal for election by the Academic Council.



(2) The proposal for election is made by the chairman of the scientific jury, is signed by all members and is submitted to the Academic Staff Development Office within 7 days after the validation of its resolution.

(3) The election under the contest is carried out by the Academic Council not later than one month after the receipt of the jury's proposal.

(4) The Academic Council adopts resolution with open ballot and simple majority. Habilitated individuals and individuals with scientific degree take part in the ballot.

(5) Within 14 days after the election, candidates should be notified in writing about the results from the election. In case the Academic Council has adopted a resolution to refuse to elect the individual proposed by the scientific jury, an objection may be brought against such resolution by:

1. the candidate proposed by the scientific jury;
2. the chairman of the scientific jury.

(6) The objection should be brought to the Board of Trustees within seven days as from the date of the notification for the candidate, and as from the adoption of the resolution of the Academic Council for the chairman of the scientific jury.

(7) Provided the objection is well-founded, the Board of Trustees returns the matter for review by the Academic Council. The resolution should be adopted within one month and is final. Candidates should be notified within one week.

Article 8. (1) Upon obtaining the same or lower academic degree in the University from another higher education establishment or a scientific organisation in Bulgaria or from other European countries, lecturers and researchers may be admitted according to the DASRBA by resolution of the Academic Council, without contest, however after preliminary announcement under article 4, paragraph 1, item 3.

(2) The provisions of the preceding paragraph 1 apply also to the employment of individuals with scientific and/or academic degree, who work in other organisations at the time of the resolution of the Academic Council and their work is related to the content of the respective academic standard in the University.

(3) When the diploma of an individual participating in a contest or transferred under article 8, paragraph 1 or paragraph 2 is issued in another country, the authenticity of the education and qualification degree "master" and "doctor (PhD)" is verified by the legal adviser of the University and by the Academic Staff Development Office and is recognized by resolution of the Academic Council Commission on Academic Staff Development.

Article 9. (1) The degrees "chief assistant", "associate professor" and "professor" may be obtained under employment agreement for unlimited period of time. The employment agreement is entered into by the president upon proposal of the rector after election by the Academic Council.

(2) The degree "assistant" is obtained under fixed-term employment agreement under the terms and conditions of these Rules.

(3) The employment legal relations between the University and the individual awarded an academic degree by the Academic Council occur on the date of the election, however the employment agreement enters into force on the date agreed upon by both parties.

Article 10. (1) The financial provision of each procedure, including the remuneration of the members of the jury, the chairman, the scientific secretary and the reviewers is fixed under legal acts adopted by the Board of Trustees.

(2) The contest may be cancelled by resolution of the Academic Council published, together with the motives to this effect, on the University's website. Any incurred or future expenses under article 5, paragraph 6 are borne by the University.

(3) The administrative and technical service of the academic degrees obtaining procedures and of the jury is provided by the Academic Staff Development Office of the University.

SECTION I

TERMS AND CONDITIONS FOR OBTAINING ACADEMIC DEGREE "ASSISTANT"

Article 11. (1) Contest under article 4(1), item 2b is announced for obtaining the academic degree "assistant", which comprises written and oral examination for the specialty in English language.

(2) Candidates meeting the following requirements are admitted to the contest:

1. education and qualification degree "master" for the respective contest specialty;
2. average result:
 - a. from the master's diploma not less than very good (4,50);
 - b. from the higher education disciplines for which the individual is appointed as assistant not less than very good (4,50).

Article 12. (1) Before the expiration of the deadline of the contest as from the date of publishing the announcement on EPU's website, the candidates should submit the following documents in duplicate:

- Application to the rector;
- Curriculum vitae;
- Copy of the diploma for EQD "master";
- Medical certificate;
- Certificate of no criminal record;
- Certificate for length of service for the specialty (if any);
- Document for computer skills (if any);
- Document for fluency in English at a level appropriate for teaching, and in another foreign language (if any);
- List of publications, inventions and other research and applied works (if any);
- Declaration for authenticity of provided information under article 313 of the Criminal Code.

(2) Upon submission of the contest documents, the candidate should also provide:



1. the original copy of higher education diploma – master’s degree, and the supplements thereto, which are given back to the candidate upon validating their correspondence with the copies;
2. two envelopes with precise address for notifications.

Article 13. (1) Admitted candidates are informed in writing about the date, time and place of the contest examination and are provided with the synopsis for the contest examination.

(2) The contest examination is carried out not later than one month after sending the notification under article 4, paragraph 6.

Article 14. (1) Upon proposal of the Department Council/ Chair Council for whose needs the contest is organised, the rector appoints a board of examiners comprising the head of the department/ chair that has initiated the contest, one habilitated lecturer (PhD as an exception), and one specialist from the practice relevant to the contest specialty.

(2) The contest examination comprises two parts:

1. Written examination under the synopsis announced in advance relevant to the work of the assistant;
2. Oral examination – presentation by the candidate on a topic from the synopsis before the board of examiners and discussion on the topic.

(3) The duration of the written examination is 4 hours;

1. Each member of the board of examiners assesses the candidates independently;
2. Candidates who have been assessed not less than very good (4.50) are allowed to the oral examination;
3. Candidates who have obtained average mark from the written and oral examination not less than very good (5.00) have passed the examination successfully;
4. The total mark from the examination is defined with precision of up to 0.25.

Article 15. (1) Not later than 7 days after the date of the contest examination, the chairman of the board of examiners submits summary report – conclusion on the contest results, which contains motivated proposal for appointment.

(2) The individual elected for assistant is appointed by the president upon proposal of the rector under fixed-term employment agreement for a period of 4 years.

(3) During the term of validity of the agreement the assistant undertakes actions for obtaining education and scientific degree “doctor (PhD)”. If the assistant fails to become a PhD student during the first two years, their academic degree is revoked.

(4) Provided the individual is a PhD student dismissed with the right to defence, but has failed to defend their dissertation work, they are appointed by the president upon rector’s proposal under fixed-term employment agreement for 2 years.

Article 16. (1) A PhD student dismissed with the right to defence who has yet not completed their dissertation work procedure may be appointed as “assistant”. The appointment is made by the



rector under employment agreement for a period not longer than two years, upon proposal of the head of the department/chair.

(2) After the expiration of the term of validity of the agreement, no new fixed-term employment agreement for the same degree may be entered into with the same individual.

SECTION II TERMS AND CONDITIONS FOR OBTAINING ACADEMIC DEGREE “CHIEF ASSISTANT”

Article 17. (1) The academic degree “chief assistant” may be obtained on the basis of contest and election pursuant to the provisions of article 4, article 5 and article 6.

(2) Individuals should have education and scientific degree “doctor” in a scientific field related to the needs of the fixed academic unit that initiates the contest.

Article 18. (1) Before expiration of the announced deadline for the contest, as from the date of promulgation of the announcement in the State Gazette (for contests under article 4, paragraph 1, item 1) and publication on EPU’s website (for contests under article 4, paragraph 1, item 2), candidates submit in 6 counterparts the following documents, whereas the documents under items 2, 9 and 10 should be submitted on electronic carrier:

1. Application to the rector;
2. Curriculum vitae (Europass CV format);
3. Minutes with the resolution of the Department Council/ Chair Council for announcement of the contest;
4. Copy of the diploma for EQD “master”;
5. Copy of diploma for education and scientific degree “doctor (PhD)”;
6. Medical certificate;
7. Certificate of no criminal record;
8. Certificate for length of service for the specialty (if any);
9. List of publications, inventions and other research and applied works and abstracts for them;
10. Author’s reference for the scientific contributions of the works and quotes;
11. Documents verifying the fulfilment of the requirements of the Rules on the Structure and Operation of the University and contributions under article 19 of these Rules;
12. Declaration for authenticity of provided information under article 313 of the Criminal Code.

(2) The contest is carried out by a scientific jury comprising five habilitated individuals. At least three of the jury members are external specialists to the University.

(3) The provisions of article 4, paragraphs 2 – 7 apply to the admission of candidates to the contest, to the conducting of contest and to any possible objections.



Article 19. (1) Candidates for obtaining academic degree “chief assistant” are assessed according to the following requirements:

1. Study work:
 - a. Skills to teach in English verified by the public lecture before students and lecturers;
 - b. Work for development of the discipline academic standard;
 - c. Work for establishment of laboratory;
 - d. Skills to communicate with students;
 - e. Use of e-learning of students;
 - f. Teaching key competences and generally applicable knowledge and skills of students, as well as skills to study alone and to apply their knowledge;
 - g. Teamwork with students in research and creative projects;
 - h. Application of interactive study methods;
 - i. Educating students in ethnic tolerance and understanding.
2. Research work – participation in research projects finished with scientific works;
3. Scientific publications – including in the scientific electronic archive of the University;
4. Creative work (for some specialties) – membership in creative organisations, development of artworks, at least one creative performance at internationally recognized forum.

Article 20. (1) The contest comprises a lecture with duration of one academic hour in English language before students and lecturers in the presence of the scientific jury;

(2) Candidates are classified on the basis of:

- a. motivated assessment of criteria under article 19;
- b. compliance of the candidates’ work with the requirements under article 2;
- c. jury’s assessment of the lecture under article 20, paragraph 1.

SECTION III TERMS AND CONDITIONS FOR OBTAINING ACADEMIC DEGREE “ASSOCIATE PROFESSOR”

Article 21. (1) Candidates for obtaining the academic degree “associate professor” should fulfil the following requirements:

1. to have obtained education and scientific degree “doctor” or scientific degree “doctor of science”;
2. not less than two years:
 - a. to have held the academic degree “assistant” and/or “chief assistant”,
or
 - b. to have been lecturers, including part-time lecturers in the University or in another higher education establishment or scientific organisation,
or
 - c. are members of research teams in the University or in another higher education establishment or scientific organisation,



or

d. to have performed creative and art work with proven results,

or

e. to have been specialists from the practice and have proven achievements in the contest field.

3. to have submitted published monography work or similar publications in specialized scientific periodicals, which do not repeat those submitted for obtaining the education and scientific degree “doctor” or for obtaining the scientific degree “doctor of science”.

Article 22. (1) The associate professor contest consists of candidate’s lecture under article 20 (1).

(2) The minimum requirements to the candidates for the number of scientific works, study load, etc. for the procedure for obtaining the academic degree “associate professor” are set out in *Annex 1*.

Article 23. (1) Candidates submit the documents under article 18 (1) in 8 copies and a copy of the candidate’s scientific works is enclosed to three of the document sets, as well as:

1. assessment of the Department Council/ Chair Council for their work with academic partners in other countries,

or

2. documents verifying their international academic work, if the candidate is external.

(2) The provisions applying to the academic degree “chief assistant” apply to the announcement of contest, submission of documents, admission to contest and terms and conditions for remunerations.

Article 24. (1) The contest is carried out by 7 members’ scientific jury to which the provisions of article 5 and article 6 apply. At least three of the jury members are external specialists to the University, and at least three of them are professors.

(2) Materials related to the contest are provided by the Academic Staff Development Office at the first meeting of the jury. Within two weeks after the expiration of the deadline for submission of documents, the scientific jury holds its first meeting at which it elects a chairman and two reviewers at least one of them being a professor. The other members of the scientific jury make opinions. Reviews and opinions are made in a form pursuant to the requirements of Annex 2 and Annex 3 and should always contain positive or negative conclusion for election of the candidate.

(3) Members of the jury who have no joint publications with a candidate in the works they have submitted may be elected as reviewers. As an exception, one of the reviewers may have joint publications, however not exceeding 10% of the total number of headings presented by the candidate for the contest. The reviewer who has joint works with the participant in the contest may not review them.

(4) The members of the scientific jury submits the reviews and their opinions to the Academic Staff Development Office within two months of the date of election of reviewers.



(5) Within one month before the final meeting of the scientific jury, the abstracts of the works made by the candidates after the defence of the PhD dissertation, as well as the reviews and the opinions of the jury members are published on the University's website.

(6) Within 14 days of the date of publication under paragraph 5, each candidate has the right to submit a reply to the critical notes and questions contained in the reviews and opinions, and may object to the negative conclusions contained in such reviews and opinions. The replies and objections are addressed to the chairman of the jury and are submitted to the Academic Staff Development Office, which forwards them to the scientific jury.

(7) Upon failure to observe the deadline for making a review or an opinion, as well as in case of withdrawal of any of the members, the scientific jury elects a new reviewer among its members or replaces the member who has not made the review or the opinion with a substitute member.

Article 25. (1) Within two weeks after the expiration of the deadline for objections under article 24, paragraph 6, the scientific jury classifies the candidates for obtaining academic degree "associate professor" in descending order, according to the reviews and the opinions, which should fulfil the requirements as set out in Annexes 2 and 3, and should further take in consideration as follows:

1. The fulfilment of the requirements under article 45 of the Rules on the Structure and Operation of the University.

2. The fulfilment by the candidates of the requirements under article 2;

3. Assessment of the jury for the lecture under article 20, paragraph 1;

4. Motivated judgment of the criteria under article 25 (2).

(2) In its assessments, the scientific jury takes in consideration the indicators for the candidate's qualities and contributions,

1. relevant to the academic work:

a. skills to teach in English language;

b. development of lecture courses and notebooks for them;

c. novelties in the teaching methods, including the requirements under article 19 (2);

d. joint work with students and PhD students in research and/or creative and art

projects;

e. assessment of employers for ex-students taught by the candidate.

2. relevant to the research work:

a. scope and importance of research products;

b. scientific and scientific and applied contributions;

c. participation in research projects;

d. participations with reports at international and national scientific fora;

e. membership in highly respected creative and/or professional organisations in the respective scientific field;

f. scientific and applied works.

3. results applied in practice in terms of:

a. researches;

b. inventions and innovations;



- c. business projects, consultative, management, design or other professional activities.
- 4. relevant to art and creative work:
 - a. development of internationally recognized artworks;
 - b. art and creative performance, including at internationally recognised fora;
 - c. membership in creative organisations.

Article 26. The associate professor elected by the AC reads public academic lecture before the University's academic community.

SECTION IV

TERMS AND CONDITIONS FOR OBTAINING ACADEMIC DEGREE "PROFESSOR"

Article 27. (1) Candidates for obtaining the academic degree "professor" should fulfil the following minimum requirements:

- 1. to have obtained education and scientific degree "doctor" or scientific degree "doctor of science";
- 2. to have held the academic degree "associate professor" in the University or in another higher education establishment or scientific organisation for not less than two years, and for not less than five years:
 - a. to have been lecturers, including part-time lecturers or members of research teams in the University or in another higher education establishment or scientific organisation,
 - or
 - b. to have performed creative and art work,
 - or
 - c. to have been specialists from the practice in the contest field and to have proven achievements in their field.
- 3. to have submitted published monography work or similar publications in specialized scientific periodicals or evidence for similar art and creative achievements in the field of arts, which do not repeat those submitted for obtaining the education and scientific degree "doctor" or for obtaining the scientific degree "associate professor";
- 4. to have submitted other original research works, publications, inventions and other scientific and scientific and applied works, or art and creative achievements that are considered as a whole.

(2) If the candidates have not obtained the academic degree "associate professor", they should submit another published monography work or similar publications in specialized scientific periodicals or the relevant evidence to this effect for art and creative achievements in the field of arts, which do not repeat those submitted for obtaining the education and scientific degree "doctor" or the scientific degree "doctor of science".

(3) The professor contest consists of candidate's one hour lecture under article 20 (1).



(4) The minimum requirements to the candidates for the number of scientific works, taught PhD students, study load, etc. for the procedure for obtaining the academic degree “professor” are set out in *Annex 1*.

Article 28. (1) The provisions for the associate professor contest apply to the announcement of the contest, the submission of documents, the admission to the contest, the jury’s rules of procedure, the election of reviewers, the deadlines for submission of reviews/ opinions, the terms and conditions for review of objections and the classification of candidates, and four copies of the scientific works, always including the author’s summary of the dissertation for obtaining academic degree, should be submitted.

Article 29. The scientific jury comprises seven members – at least of them being professors, and at least three of them being external specialists to the University. Three reviews, two of which by professors, and four opinions are made.

Article 30. (1) The scientific jury classifies the candidates for obtaining academic degree “professor” in descending order, according to the fulfilment of the requirements of the Rules on the Structure and Operation of the University and these Rules, whereas taking in consideration the assessment of the lecture under article 27 (3).

(2) The scientific jury takes in consideration the reviews, which should fulfil the requirements as set out in Annex 2, and the opinions (Annex 3), and should further consider the assessment of the following indicators:

1. scope and importance of research products;
2. scientific and scientific and applied contributions;
3. development of new trend in the science;
4. creation of scientific and/or creative school;
5. sharing experience in teaching;
6. leadership of research projects;
7. teaching to PhD students;
8. establishment of a scientific group of lecturers, researchers and representatives of the business;
9. membership in highly respected creative and/or professional organisation in the respective scientific field;
10. participations with reports at international and national scientific fora;
11. highly respected references for the candidate’s achievements;
12. reading lectures in foreign universities;
13. results applied in practice in terms of:
 - a. researches;
 - b. inventions and innovations;
 - c. business projects, consultative, management, design or other professional activities.
14. membership in creative organisation.
15. creative performance at internationally recognised fora;



16. development of internationally recognized artworks;

SECTION VI SUPERVISION

Article 31. The Minister of Education, Youth and Science supervises the opened and unfinished procedures for obtaining academic degrees in compliance with chapter four of the Development of Academic Staff Act.

Article 32. (1) All acts issued in relation to obtaining academic degrees may be appealed before the court pursuant to the provisions of the Administrative Procedure Code.

(2) The appealing of the acts under paragraph 1 does not suspend their implementation.

SUPPLEMENTARY AND FINAL PROVISIONS

§1. The University recognizes academic degrees and scientific degrees obtained in other higher education establishments or in scientific organisations in the country and abroad of all members of its academic staff who has been appointed under employment agreement under article 15, paragraph 3 of the Development of Academic Staff in the Republic of Bulgaria Act until the enforcement of the Rules on Obtaining Academic Degrees and Development of Academic Staff of the European Polytechnical University.

§2. Within the meaning of these Rules:

1. “internal members” are individuals who hold academic degrees in the University under employment agreement.

2. “monography work” is an independent author’s research on a specifically formulated scientific issue, with novel and original content and with proven specific contributions in the respective scientific field.

§3. Scientific fields and professional trends within the meaning of these Rules are identified, respectively, as the fields of higher education and professional trends as defined in the Classification of fields of higher education and professional trends adopted by Council of Ministers’ Decree No 125 of 2002.

§4. All announcements on the website should also specify the date of publication. The date should coincide with the date of promulgation in the State Gazette. In case information is published on the website only, a protocol should be made for the authenticity of content and date signed by the chairman of the jury, by the council of the respective unit, respectively, and at least by one candidate under the procedure.

§5. The resolution for replacement of a jury member by a substitute member is adopted by the other members of the jury with consensus. In case two or more members of the jury need to be replaced, the chairman of the jury reports to the rector within 14 days of the occurrence of the respective circumstances. The rector assigns the Department Council/ Chair Council to propose new members of the jury who are approved pursuant to the terms and conditions of, and fulfil the requirements of, article 5.

§6. All other things being equal, the individuals who have obtained scientific degree “doctor of science” have an advantage upon obtaining academic degrees. Defended dissertation for “doctor of science” is considered monography work within the meaning of these Rules.

§7. The rector issues an order for approval of the election made as a result of the contest for awarding academic degrees “associate professor” and “professor”, and the Academic Staff Development Office maintains a register of rector’s orders.

§8. Within 14 days of the election for new academic degrees, the Academic Staff Development Office sends to the *National Information and Document Center at the Ministry of Education, Youth and Science* the required information for the persons awarded the respective academic degrees on hardcopy and electronic carrier.

§9. Any issues that are not stipulated in these Rules are governed by a resolution of the Academic Council.

§10. (1) The Rector is authorized to supervise the application and implementation of these Rules.

(2) The rector gives instructions for the application of these Rules.

§11. (1) These Rules are adopted by the Academic Council and is amended and supplemented on the grounds of § 10 of the DASRBA.

(2) The Rules are adopted by the Academic Council of the University on 22.12.2011 and becomes effective immediately.

These Rules is amended and supplemented by resolution of the Academic Council of the University on 29.03.2012 and on 03.10.2012.

These Rules are amended and supplemented by resolution of the Academic Council of the University on 03.11.2016.

Annex 1

MINIMUM REQUIREMENTS

to the candidates for the number of scientific works, PhD documents, study load, etc. in terms of the procedure for obtaining academic degrees “associate professor” and “professor”

	Requirements for academic degree	“associate professor” Pcs.	“professor” Pcs.
1	Monography work or similar publications in specialized scientific periodicals	1	1
2	Total number of scientific works, except the above:	5	11
3	a. including number of articles in reviewed magazines;	3	7
4	b. including individual works;	2	5
5	c. including number of articles in international magazines:		
6	• class A (with Impact Factor)	0	2
7	• Textbooks or teaching materials	1	3, at least 1 of which a textbook
8	• Taught PhD students	0	3
9	• PhD students who have defended their thesis	0	1
10	Number of academic hours of annually read lectures for the last two years	30 hours	120 hours
11	Number of quotations	2	6
12	• Including number of quotations abroad	1	3
13	Participation in research projects	2	5
14	Leadership of research projects	0	3

Notes:

1. In specific cases it is allowed three of the minimum requirements not to be fulfilled instead of others indicating higher level of achievements.
2. In terms of architecture and other creative professions, instead of scientific and scientific and applied activity, the candidates’ activity may be measured with art and creative achievements, realized architecture projects, won contests and other specific results.
3. During the first five years of the University’s operation during its development, item 8 and item 9 – requirements to “professor” should be read as 2 and 0, respectively.



REQUIREMENTS

to the form of a review in the contest for obtaining
the academic degree **associate professor/ professor**

REVIEW

under the contest for obtaining the academic degree associate professor/ professor in

.....

(professional trend and specialty)

promulgated in SG

with candidate/s:

(full name, scientific degree, academic degree)

Reviewer:

(full name, scientific degree, academic degree)

The review should be in the following form:

1. Background and biographic details

Contains short biographic details of the candidate, resolutions of the managing bodies for announcement of the contest – DC, PC, AC, promulgation in SG and publication on EPU’s website).

2. General description of submitted materials

The candidate has submitted for review ... scientific works, ... books, textbooks and teaching materials in total, and a list of ... research works.

... scientific works, which are not part of the dissertation and which are not submitted to a procedure for obtaining previous lower academic degree are accepted for review. The final assessment takes in consideration ... teaching materials and ... research projects.

... scientific works for the dissertation and ... scientific works that are not relevant to the contest matter are not subject to review.

This section contains classification of scientific works by thematic groups and headings, according to the category of publications in the country and abroad.

It further describes the submitted documents (in the form of certificates) for participation and for introduced works, implemented applied projects, as well as their results and details for obtained economic and other useful effect.

3. General characteristics of the research and scientific and applied work of the candidate

This section contains general assessment of the research and scientific and applied work of the candidate. In particular, it focuses on the scientific and applied work relevant to the practice of the specialty the contest is organised for.

4. Assessment of the pedagogical education and the education work of the candidate.

This section contains general assessment of the teaching, study and pedagogical work of the candidate. It further assesses the work and the contributions to the specific requirements to the teaching activity pursuant to these Rules and the Rules on the Structure and Operation of the University. It should always underline the assessment for the successful realisation of students the candidate has taught to.

5. Main scientific and scientific and applied contributions

This section specifies the main scientific, scientific and applied, applied and methodological contributions. Special focus is put on the submitted monography /submitted monographies/ or similar publications summarized in a habilitation work. It contains judgment whether the contributions are candidate's personal work. After each contribution it must be specified where it is contained and to which of the following groups it may be classified: formulation or justification of new scientific area or issue; formulation or justification of new theory or hypothesis; proving with new methods any

material new aspects of already existing scientific fields, issues, theories, hypotheses; creation of new classifications, methods, structures, technologies; collecting verification facts.

This section further provides details for quotations of the candidate's scientific works and representative character of the publications. It states the introductions and the results from the scientific and applied work relevant to the practice of the specialty the contest is organised for.

6. Significance of contributions for science and practice

This section contains analysis for the significance of contributions in the candidate's scientific works. It should be assessed whether the quantitative indicators of the criteria for obtaining the academic degree are fulfilled. It underlines the candidate's applied contributions and realisations in practice. The reviewer makes assessment of the candidate's recognition in the scientific society in the country and abroad.

7. Critical notes and recommendations

This section contains the principled and formal remarks and recommendations to the scientific works of the candidate. The criticism to the candidate's work with view of these Rules and the Rules on the Structure and Operation of the University is also important.

8. Personal impressions and opinion of the reviewer

This section reflects the reviewer's personal impressions for the candidate's performance, except those commented above, if any.

CONCLUSION

The conclusion contains assessment of submitted scientific works. Are the scientific, scientific and applied and applied contributions sufficient in terms of scope and significance and do they correspond to these Rules and the Rules on the Structure and Operation of the European Polytechnical University?



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Based on the review of the submitted scientific works, their importance, the scientific and applied and applied contributions they contain, I believe there are enough grounds to propose /not to propose/ to obtain the academic degree “associate professor”/ “professor” in the professional trend in (as announced in the contest).

Note: In case candidates are more than one, they are reviewed in the order of their surname. The review of each candidate should contain no more than 6 pages (2000 characters/page). In the conclusion, the reviewer should make a motivated proposal by classifying the candidates in descending order.

Date:

REVIEWER:



REQUIREMENTS

to the form of an opinion in the contest for obtaining
the academic degree **associate professor/ professor**

OPINION

under the contest for obtaining the academic degree associate professor/ professor in

.....

(professional trend and specialty)

promulgated in SG

with candidate/s:

(full name, scientific degree, academic degree)

Member of the jury:

(full name, scientific degree, academic degree)

The opinion should be in the following form:

1. General description of the research and scientific and applied work of the candidate

This section contains general assessment of the research and scientific and applied work of the candidate.

2. Assessment of the pedagogical education and the education work of the candidate.

This section contains general assessment of the teaching, study and pedagogical work of the candidate. It underlines the contributions to the specific requirements to the teaching activity pursuant to these Rules and the Rules on the Structure and Operation of the University.

3. Main scientific and scientific and applied contributions

This section specifies the main scientific, scientific and applied, applied and methodological contributions. Special focus is put on the submitted monography /submitted monographies/ or similar publications summarized in a habilitation work. It contains judgment whether the contributions are candidate's personal work. The member of the jury should specify where the contributions are contained and to which of the following groups it may be classified: formulation or justification of new scientific area or issue; formulation or justification of new theory or hypothesis; proving with new methods any material new aspects of already existing scientific fields, issues, theories, hypotheses; creation of new classifications, methods, structures, technologies; collecting verification facts. This section further provides details for quotations of the candidate's scientific works and representative character of the publications. It states the introductions, if any.

4. Significance of contributions for science and practice

This section contains analysis for the significance of contributions in the candidate's scientific works. It should be assessed whether the quantitative indicators of the criteria for obtaining the academic degree are fulfilled. It underlines the candidate's applied contributions and realisations in practice. The member of the jury makes assessment of the candidate's recognition in the scientific society in the country and abroad.

5. Critical notes and recommendations

This section contains the principled and formal remarks and recommendations to the scientific works of the candidate. The criticism to the candidate's work with view of these Rules and the Rules on the Structure and Operation of the University is also important.

CONCLUSION

The conclusion contains general assessment of submitted scientific works. Are there enough scientific and applied and applied contributions received? Based on the review of the submitted scientific works, their importance, the scientific and applied and applied contributions they contain, I believe there are enough grounds to propose /not to propose to obtain the academic



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degree “associate professor”/ “professor” in the professional trend in (as announced in the contest).

Note: In case candidates are more than one, opinion should be given for each of them separately. The opinion for each candidate should contain no more than 2 pages (2000 characters/page). In the conclusion, the member of the jury should make a motivated proposal by classifying the candidates in descending order.

Date:

MEMBER OF THE JURY:



DECLARATION

under article 5, paragraph 6 of the Rules on the terms and conditions for obtaining academic degrees in the European Polytechnical University

The undersigned,, member of scientific jury in contest for obtaining academic degree chief assistant/ associate professor/ professor in, promulgated in SG, with candidate/s:, hereby declare that I am not a related party of the candidate/s for obtaining academic degree, within the meaning of § 1, item 5 of the Supplementary Provisions of the DASRBA, and that I have no private interest that might affect the impartial and objective performance of my work as a member of the jury.

I am aware of the criminal liability I bear under article 313 of the Criminal Code for declaring false data.

Date:

City:

Declarer:.....



**DECLARATION
for authenticity**

by

mailing address:

.....

e-mail

tel.

The undersigned, hereby declare that the information I have submitted in relation to my participation in contest for obtaining academic degree, professional trend, scientific specialty, for the needs of department at EPU, promulgated in SG no. of and published on the website of the University, is authentic.

I am aware of the criminal liability I bear under article 313 of the Criminal Code for declaring false data.

Date:2012

Declarer: