



*European
Polytechnical
University*

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RULES

ON THE STRUCTURE AND OPERATION

OF

THE EUROPEAN POLYTECHNICAL UNIVERSITY

2011

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Chapter I. GENERAL PROVISIONS

Article 1. These Rules on the Structure and Operation of the European Polytechnical University, hereinafter referred to “the University”, set out:

1. The status and scope of operation of the University;
2. The managing and supervisory bodies of the University;
3. The academic and administrative structure of the University;
4. The positions, rights and obligations of the academic staff;
5. The status, rights and obligations of the students, PhD and post graduate students;
6. The general rules on carrying out study;
7. The general rules on carrying out research and other professional activities;
8. The property and finance of the University;
9. The international affairs of the University;

Article 2. (1) The University’s mission is:

The European Polytechnical University is a multinational centre of interaction between modern education, researches and innovations, international academic and business cooperation. The university customises its relations with its students and post-graduate students, takes in consideration their individual abilities and wishes and prepares them for professional realisation in the market environment of the changing world.

(2) The University follows the philosophy of sustainable development and its priority values are as follows:

1. European traditions and standards in combination with US pragmatism of the higher education;
2. Development of academic science, researches and innovations oriented to practice and to the needs of the international and Bulgarian business;
3. International nature of higher education as a mean to achieve and maintain high quality;
4. International academic staff comprising scholars and lecturers from foreign universities, international research centres, creative organisations and business structures;
5. Teaching modern study content corresponding to the European and US education systems;
6. Education according to advanced university technologies in vanguard university environment and assessment of students according to advanced methods relevant to their qualities required for future professional realisation;
7. Development of personal qualities and abilities of students and PhD students, with view of achieving the maximum of their intellectual potential;

8. Encouraging student's initiative, their habits for permanent self-education and self-learning skills, to acquire generally applicable "transferrable" knowledge, skills and key competences.

Article 3. (1) The academic profile of the European Polytechnical University is in the field of natural and technical sciences, advanced technologies, innovations, business and entrepreneurship, as well as some applied social and humanitarian studies, where these are required for the realisation of the University's mission.

(2) Bachelor's programs in the University are taught in English, and other academic standards (masters, PhD students, continuing education) in English and in Bulgarian language.

(3) The University issues diplomas for completed education and qualification degree (EQD), European diploma supplement and professional qualification certificates, education and scientific and scientific degree, as well as for academic degree and other main documents approved by the Council of Ministers.

(4) The University develops its operation in cooperation with leading European, US and Asian universities, academies, teams and individual scholars.

Chapter II. STATUS AND SCOPE OF OPERATION

Article 4. (1) The European Polytechnical University is a non-governmental educational, scientific and cultural institution for preparation and improvement of qualification of specialists at all levels of higher education, life-long learning, carrying out researches, innovation, production, design, consultancy, management and cultural activities.

(2) The European Polytechnical University has the status of a legal entity domiciled in the Republic of Bulgaria, city of Pernik.

(3) The University is established by Decision of the 41st National Assembly of the Republic of Bulgaria of 10.06.2010 promulgated in Stage Gazette no. 46 of 18 June 2010.

(4) The European Polytechnical University is established in compliance with the terms and conditions and under the procedure set out in the Higher Education Act. Founders/ Persons who exercise the rights of founders of the European Polytechnical University are the company Pegaso Consulting established under the laws of the Republic of Italy registered in the Company Register of the city of Naples, VAT ID No 07250801219 and registered in the Administrative Economic Inventory under No 871540 established by decree of 22.06.2012, having its seat and registered address: 80143 Naples (Naples Province), Republic of Italy, Headquarters, A3 Island and MUNICIPALITY OF PERNIK.

(5) The European Polytechnical University operates in compliance with the Higher Education Act, the Development of Academic Staff in the Republic of Bulgaria Act and other laws, legal acts relevant to its operation, as well as the Deed of Incorporation and these Rules.

(6) The existence of the University is not limited by term.



Article 5. The company Pegaso Consulting, which exercises the rights of a founder of the University, provides the University with the tangible assets for use and finances it, whenever needed, on the basis of an annual budget adopted by the Board of Trustees.

Chapter III. MANAGING AND SUPERVISORY BODIES

Article 6. (1) The European Polytechnical University's managing bodies are:

1. Board of Trustees;
2. Chairman of the Board of Trustees;
3. President of the University;
4. Vice-President;
5. Rector;
6. Academic Council;
7. Supervisory Council;

(2) The bodies under items 5 and 6 of the preceding paragraph are the managing bodies of the academic activities of the University;

(3) All managing bodies of the University have a fixed term of office – 4 (four) years pursuant to article 24, paragraph 2 of the Higher Education Act and are appointed for the term of office of the Board of Trustees.

(4) During their term of office, the members of the Board of Trustees, the Rector and the Vice-Rectors may not:

1. take another managing position in fixed academic units of the University as set out in article 30;
2. take managing position in another higher education establishment;
3. be members of managing bodies of political organisations or trade unions.

Chapter IV. BOARD OF TRUSTEES. CHAIRMAN OF THE BOARD OF TRUSTEES

Article 7. (1) The Board of Trustees comprises up to 7 members nominated by the persons who exercise the rights of founders of the University in the following way:

1. The company Pegaso Consulting nominates 6 members, including one for President, and one – for Vice-President of the European Polytechnical University;
2. Municipality of Pernik – nominates 1 member.

(2) Changes in the members of the Board of Trustees are made by resolution of the respective founder/ person exercising the rights of founders in their quota.

(3) In case a member of the Board of Trustees wishes to be dismissed, the Chairman of the Board of Trustees/ the President notifies the respective person exercising the rights of a founder of the university immediately who dismisses the respective member and nominates a new member of the Board of Trustees from their quota.



(4) Upon request of the Board of Trustees, members of the academic management and the Supervisory Council may take part in its work, without voting right.

(5) The Chairman of the Board of Trustees is appointed by the Board of Trustees for a period of 4 (four) years and may be dismissed prior the expiration of their term of office by resolution of the Board of Trustees.

(6) The Chairman of the Board of Trustees:

1. Convenes and chairs the meetings of the Board of Trustees and organises its work, the keeping and storing the minutes of its meetings;

2. Sees to the implementation of the resolutions of the Board of Trustees;

3. Sees to the observance of the University's academic rules;

4. Performs other functions as set out by the internal acts of the university or by resolution of the Board of Trustees.

(7) By resolution of the Board of Trustees, in specific cases or for specific time periods, the Chairman of the Board of Trustees has the right to represent the University before third persons and to carry out disposition actions, together with the President of the European Polytechnical University.

Article 8. (1) The Board of Trustees holds its meetings at least once every three months. The meetings of the Board of Trustees are convened and chaired by the Chairman of the Board of Trustees.

(2) The Chairman is obliged to convene a meeting of the Board upon request of any of its members within one month.

(3) Upon Chairman's failure to convene a meeting within the above time period, the meeting of the Board may be convened by any of its interested members.

(4) In case the Chairman is absent, the meeting is chaired by a member nominated by them, and in case of long-term absence for more than 6 months, the founders nominate a substitute.

(5) The Board of Trustees may adopt resolutions if the meeting is attended by at least four of its members. A person is considered attending if there is two-end telephone or another connection ensuring their identification and allowing their participation in the discussions and the adoption of resolutions.

Article 9. (1) The Board of Trustees is the supreme managing body of the European Polytechnical University. The resolutions of the Board of Trustees are obligatory for the other bodies and officials of the University.

(2) The Board of Trustees has the powers of a General Meeting of the University by virtue of article 29 of the Higher Education Act.

(3) The Board of Trustees:

1. Defines the mission, profile and priorities of the University;

2. Adopts the Rules on the Structure and Operation of the University and the other internal acts related to the University's operation;

3. Defines the administrative and academic structure and the managing bodies of the University;



4. Appoints and dismisses the Chairman of the Board of Trustees, the Rector, the Vice-Rectors, the Supervisory Council and the quota of the Board of Trustees in the University's Academic Council;

5. Fixes the remunerations of the Chairman of the Board of Trustees, the President and the Vice-President of the European Polytechnical University, the Rector and other officials taking elective offices;

6. Approves the staffing plan of the University and the remunerations of lecturers and the other workers and employees of the University;

7. Adopts explicit resolution under article 7, paragraph (7) of these Rules;

8. Approves the Rector's program for their term of office;

9. Adopts the University's budget;

10. Adopts resolution for disposition transactions with immovable property;

11. Adopts resolutions for the participation of the University in business companies, cooperative societies, non-profit associations or foundations, or other legal entities, and for the discontinuation of such participation;

12. Adopts the annual report for the position of the University made by the President;

13. Resolves the University strategic and financial management matters;

14. Fixes the amount of the tuition fees;

15. Defines and proposes the competent authorities to define the number of admitted students and PhD students pursuant to the applicable legislation;

16. Adopts student financial incentive policy;

17. Adopts resolutions for opening, reorganisation and closing of faculties, institutes, affiliates, departments, chairs, centres and other structural units of the University;

18. Resolves on all other issues, except those that explicitly fall under the jurisdiction of another body of the University by virtue of the Law, the Deed of Incorporation or the Rules on the Structure and Operation of the University.

(4) The Board of Trustees of the University adopts the resolutions under paragraph 3, items 1, 2, 3, 4, 6, 8, 9, 10, and 11 if at least five members of the Board of Trustees have voted "for" the resolution. The other resolutions of the Board of Trustees are adopted if at least four of the members of the Board of Trustees have voted "for" the resolution.

(5) The members of the Board of Trustees may take part in the meetings of all managing bodies of the University with consultative vote.

(6) Minutes containing the adopted resolutions are made for each meeting of the Board of Trustees.

(7) The work of the Board of Trustees is supported by the administration of the University.

Chapter V. PRESIDENT

Article 10. (1) The President of the University is nominated by PEGASO CONSULTING for a period of 4 years and may be dismissed by its resolution.

(2) The President of the University:



1. Enters into the employment agreements and fixes the personal remunerations of the academic and administrative staff of the University, according to the frames set by the Board of Trustees;

2. Is responsible for the development and the finance of the University within the frames of the annual budget approved by the Board of Trustees and the monthly parameters fixed by the Board of Trustees;

3. Sees to the implementation of the mission and resolutions of the Board of Trustees and for the observance of the University's academic standards;

4. Enters into contracts and agreements with other higher education establishments, academies and scientific organisations, severally and jointly with the rector;

5. Upon rector's resignation or permanent inability to perform their functions, the President may appoint acting rector, until the next meeting of the Board of Trustees who solves the matter in a conclusive manner;

6. Manages the servicing administrative units in compliance with the adopted administrative and academic structure of the University;

7. Represents and binds the University within the frames of their powers as set out in the Deed of Incorporation and these Rules on the Structure and Operation of EPU;

8. Performs other functions as set out in the rules and other acts of the University, and/or by resolution of the Board of Trustees.

(3) For the purposes of exercising their powers, the President issues orders, ordinances and gives instructions, which are binding for all managing bodies and officials in the University.

Chapter VI. VICE-PRESIDENT

Article 11. (1) The Vice-President of the University is nominated by PEGASO CONSULTING for a period of 4 years and is directly subordinate to the President of the University.

(2) The Vice-President of the University manages all non-academic activities of the University and supervises and works together with the entire administrative staff:

1. Manages and supervises the financial, staff and administrative system in compliance with the applicable laws and internal legal acts of the University;

2. Manages and supervises the economic activity of the University, the material and technical service and provision of the study process, the business projects and business services, the infrastructure, ownership and planning;

3. Monitors and supervises the operation of the information systems, online study, maintenance of University's databases, and organises the archiving of important documents;

4. Is responsible for the University's relations with external organisations and institutions, including international ones, and for the fund raising.



(4) The Vice-President substitutes the President whenever absent or upon explicit authorisation thereby to be made in writing.

Chapter VII. ACADEMIC COUNCIL

Article 12. (1) The Academic Council is the Supreme academic managing body of the University and comprises of at least 26 /twenty six/ members.

(2) The total number of the Academic Council is defined for each term of office of the Board of Trustees.

(3) Not less than 70 /seventy/ percent of the members of the Academic Council are habilitated persons.

(4) The Rector is a member of the Academic Council and its chairman by right.

(5) The Academic Council comprises two quotas:

1. Quota of the Board of Trustees;

2. Quota of lecturers, by proposition of the members of the existing departments made by simple majority in the presence of at least half of the members of the respective department.

(6) The number of the representatives of the Board of Trustees and of the lecturers is 50% for each quota.

(7) The Academic Council comprises:

1. Representatives of the academic staff employed under employment agreement in the University;

2. Representatives of the part-time academic staff in the University, who are not more than 20% of the lecturers in the Council;

3. A representative of the Student Council;

4. A representative of the employees;

5. Representatives of employers, science, business, professional communities, professional and creative organisations, public and cultural figures with contribution to the development of the University.

Article 13. The Academic Council elects its commissions on important trends in the work of the University comprising its members, employees and external specialists of the University. The commissions of the Academic Council work according to the Rules of Procedure of the Academic Council and its Commissions approved by the Academic Council, and:

1. Perform some of the functions assigned as obligations of Faculty Councils under the Higher Education Act;

2. Perform functions assigned to them under internal legal acts of the University;

3. Before the meetings of the Academic Council, discuss the issues put on the agenda proposed by the Rector Council and give an opinion;

4. Give opinions on materials and discussion issues by order of the academic management and the President of the University, where these are under their jurisdiction.



Article 14. The Academic Council adopts resolutions in compliance with the policy of the Board of Trustees in the academic field and has the following liabilities and powers:

1. It is responsible for the implementation of the education and scientific policy and for the international academic cooperation of the University;
2. Proposes to the Board of Trustees to open, reorganise and close education and scientific units in the University;
3. Upon Rector's proposal, appoints and dismisses academic standard leaders and members of program councils and heads of departments;
4. Upon Program Councils' proposal, adopts and amends the curricula;
5. Adopts "Key Parameters of Curricula in the European Polytechnical University" and upon Program Councils' proposal, adopts and amends the curricula;
6. Announces and conducts contests and chooses the lecturers in the University in compliance with the Development of Academic Staff Act and the Rules on Awarding Academic Degrees and Development of the Academic Staff.
7. Approves and amends the *System for Education Quality Assessment and Management of the academic staff* and controls its application and improvement;
8. Approves the membership of the University in national and international organisations, partnership with Bulgarian and/or foreign higher education establishments for joint education of students, PhD and post-graduate students, under the conditions of education franchise, as well as with higher education establishments and other organisations in the country and abroad under contracts for scientific and applied researches;
9. Awards the honorary title "doctor honoris causa";
10. Awards the title "honorary professor of the European Polytechnical University";
11. Adopts internal legal acts pertaining to these Rules;
12. Considers other issues of the academic work of the University falling within its jurisdiction.

Article 15. (1) The Academic Council is appointed for a period of four years.

(2) The term of office of the Academic Council expires simultaneously with the Rector's term of office.

Article 16. (1) A member of the Academic Council may be dismissed:

1. Upon their own decision with written notice to the Rector and the President;
 2. Upon permanent failure to participate in the work of the Academic Council – absence at three or more meetings, without notifying the reasons to this effect;
 3. Upon permanent inability to participate in the work of the Academic Council.
- (2) The membership in the Academic Council is suspended upon taking civil servant position, which causes a conflict of interests. In this case the Academic Council elects a temporary member from the respective quota.

Article 17. The meetings of the Academic Council are regular if 2/3 of its members are present. The number of the members of the Academic Council is reduced by excluding the members



in leave, in temporary disability, due to pregnancy, birth giving and adoption, and for growing a young child, or on a business trip abroad. The total number of these persons may not exceed one fourth of the number of all members of the Academic Council.

Article 18. (1) The Academic Council adopts resolutions with simple majority of the attending members, unless otherwise provided by the law.

(2) Unless otherwise explicitly stipulated in a legal act, resolutions are adopted by open ballot.

(3) The Academic Council takes a poll for:

1. Election of managing positions;

2. Awarding academic degrees under main employment agreement;

3. Other matters of its affairs if an explicit resolution to this effect is adopted by more than half of the number of members.

Article 19. (1) The meetings of the Academic Council are held under agenda sent in advance at least once every three months.

(2) The Academic Council is convened upon Rector's decision or upon proposal of one third of the members of the Academic Council.

(3) The members of the Academic Council are notified about its meetings at least a week before the date of the meeting.

(4) The Academic Council adopts its Rules of Procedure for its work, conducting and making minutes of its meetings.

Chapter VIII. SUPERVISORY COUNCIL

Article 20. (1) The Supervisory Council of the University comprises three members appointed by the Board of Trustees for a period of 4 (four) years and may be dismissed at any time by resolution of the Board of Trustees.

(2) The members of the Supervisory Council elect among its members a Chairman and a Deputy Chairman of the Supervisory Council. The members of the Supervisory Council may not be members of the Academic Council, vice-rectors and heads of fixed and dynamic academic units of the University as set out in article 30.

(3) The Supervisory Council operates according to *Rules* adopted by the Board of Trustees.

(4) The Supervisory Council carries out ongoing and ex ante control on the implementation of the resolutions of the Board of Trustees and on the legal compliance of the acts and the work of the other bodies of the University.

(5) The members of the Supervisory Council may attend all meetings of the University's managing bodies as observers.

(6) The Supervisory Council reports its work and the results of conducted audits to the Board of Trustees.

Chapter IX.



CONSULTATIVE COUNCIL

Article 21. The Consultative Council is a body to the President and its main task is to support the whole scope of activities of the University with expertise, and for this purpose:

- it proposes innovation strategies for development of the University in general or of some of its structural units and activities;
- upon President's assignment, carries out analyses of specific situations, university processes, units and activities;
- gives independent opinion and recommendations on documents prepared by the University intended for external institutions and as internal university legal basis, as well as for changes in the organisation and management of different university activities;
- assesses the quality and the applicability of the study, scientific and technical information used in EPU as a basis for making managerial decisions.

Article 22. The Consultative Council is an advisory body and has no disposition functions, however the members of the council have access to the information required for their work and may participate, without voting right, in the meetings of the University's managing bodies.

Article 23. The names and the number of the members of the Consultative Council are defined by the Board of Trustees upon President's proposal. A member of the Consultative Council may be dismissed at any time by resolution of the Board of Trustees.

Chapter X. RECTOR

Article 24. (1) The rector of the European Polytechnical University has a four years' term of office and is the sole managing body who is responsible for the academic affairs of the University.

(2) The rector is a habilitated member of the academic staff employed under employment agreement in the University or appointed under employment agreement after being approved.

(3) Upon President's proposal, the Board of Trustees approves the *Procedure for Election of Rector and Academic Council*.

(4) The Procedure for Election of Rector and Academic Council sets out:

1. the involvement of the members of the academic staff working under employment agreements in their election thus observing the academic freedom of lecturers to elect and being elected;

2. the final resolution of the Board of Trustees to nominate the Rector thus protecting the specific rights of the founders of the non-governmental higher education establishment.

(5) For the first five years' term of office during which the University is being established and appoints the members of its academic staff, the Rector is nominated by the Board of Trustees.

Article 25. (1) The Rector:

1. Manages the study, research and academic international affairs of the University;



2. Represents the University in terms of academic matters;
 3. Proposes to the President of the University to appoint the heads of departments, academic standard leaders and the members of the Program Councils after being approved by the Academic Council, as well as acting heads, leaders and members;
 4. By their order, appoints a jury for defence of dissertations and contests for choosing academic degrees in compliance with the Development of Academic Staff Act and the legal acts of the University;
 5. By resolution of the Academic Council in compliance with the Development of Academic Staff Act and the University's legal acts, proposes the lecturers for academic degrees and the employment agreements with them;
 6. Proposes to the President to dismiss the persons from the offices they hold;
 7. Finally resolves all student matters, including dismissal and enrolment of students;
 8. Directly and through their substitutes, manages the work of the academic structures – departments, program councils, research and education units, including the offices for development of the academic staff, for research, projects and business relations, for the international academic affairs, student policy, education technology, master's, remote and online study, PhD students and life-long learning;
 9. Exercises disciplinary powers in terms of the lecturers, the scientific and auxiliary staff, PhD students and students;
 10. Prepares and proposes the annual report for the University's academic work and the results of the functioning of the system for education quality assessment and maintenance for adoption by the Academic Council.
- (2) The university administration and the auxiliary managing bodies support the work of the Rector.

Article 26. (1) The President and the Rector manage the University, according to their administrative and managing functions as set out in the Deed of Incorporation and in compliance with the adopted academic and administrative structure of the University, by issuing orders and ordinances, which are obligatory for the employees and the students in the University.

(2) In case of absence of both the President and the Vice-President, the President may temporarily assign their functions to the Rector, but only by virtue of written order.

(3) In case of absence of the Rector or upon explicit authorisation thereof, their functions are performed by a vice-rector nominated by the Rector.

(4) The President and the Rector may authorise other officials to perform any and limited actions before state authorities, organisations and companies, but by virtue of notarised power of attorney only.

Chapter XI. VICE-RECTORS



Article 27. (1) The University has two vice-rectors by types of activities elected upon Rector's proposal by the Board of Trustees.

(2) The vice-rectors are responsible for the following lines of action:

1. Study process;

2. Science, research activities and international academic cooperation.

(3) The specific responsibilities by lines of action the vice-rectors are in charge of are defined by *Order for division of work between the members of the academic management* issued by the Rector.

(4) The term of office of vice-rectors expires simultaneously with the term of office of the Rector who has proposed them.

(5) In case of terminated term of office of the rector, the new rector completing such term of office may propose new vice-rectors or to continue their term of office.

Chapter XII. RECTOR COUNCIL

Article 28. (1) The Rector Council is an advisory body to the Rector.

(2) The Rector Council comprises the Rector, the vice-rectors and representatives of the administration nominated by order of the Rector.

(3) Whenever needed, extended meetings of the Rector Council may be held with the involvement of academic standard leader and/or heads of departments.

(4) The Rector Council prepares the meetings of the Academic Council and discusses ongoing academic matters.

(5) The President of the University is invited to the meetings of the Rector Council.

(6) The Rector Council holds its meetings at least once every two weeks, and if necessary – ad-hoc meetings.

Chapter XIII. ADMINISTRATIVE STRUCTURE

Article 29. (1) The administrative structure of the University comprises offices that support the President, the Board of Trustees, the Academic Council and the Rector in the organisation and the management of the university affairs.

(2) The administrative structure is set out in *Ordinance on the structure and operation of the University's administration* adopted by the Board of Trustees, together with the structural chart of the administration.

(3) The obligations and liabilities of the administration structural units are defined in the functional descriptions of each unit, and of the employees – in the job descriptions approved by the President upon proposal of the respective head being in charge thereof, together with the Rector.



Chapter XIV.

ACADEMIC STRUCTURE AND MANAGING BODIES OF MAJOR UNITS

Article 30. (1) The academic structure of the University comprises fixed academic units and dynamic academic standards.

(2) Fixed academic units comprise departments, institutes, affiliates, chairs, centers and other permanent structural units of the University established by the Board of Trustees pursuant to article 9, paragraph 3, item 3 and item 17.

(3) Dynamic academic standards:

1. Bachelor's;
2. Master's after secondary education;
3. Master's after higher education;
4. PhD;
5. Short-term continuing education standards.

(4) Departments and affiliates of the University are established by resolution of the Board of Trustees upon proposal of the Academic Council or of the Rector and the President.

Article 31. (1) Departments unite academic staff of academic standard disciplines with similar science and content or service the entire University, or its professional trends.

(2) The powers of the departments in terms of their scientific and education scope are defined upon their establishment and may be changed by resolution of the Academic Council.

(3) The departments have academic staff comprising at least 7 lecturers under employment agreement.

(4) The department comprises the academic staff, materials and information relevant to this study.

Article 32. The managing bodies of the departments are: the Department Council and the Head of the department.

Article 33. (1) The Department Council comprises all professors, associate professors and assistants and full-time PhD students in the department who are employed under employment legal relation with the University.

(2) When discussing matters of the study affairs, its meetings are attended by the student – representative of the respective academic standard in the Student Council.

(3) Representatives of part-time lecturers and the auxiliary staff may attend the meeting, without voting right.

(4) The Department Council adopts resolutions by majority of more than half of the attending members. Voting is open, unless more than half of the members of the department decide otherwise.

(5) The members of the Department Council are notified about its meeting not later than 7 days before the scheduled date of the meeting, including about its draft agenda and the materials related to the items of such agenda.



(6) The meeting of the Department Council is regular if attended by not less than two thirds of the number of its members. The agenda is approved before the beginning of each meeting.

(7) The head of the department may convene the Department Council at an extraordinary meeting:

1. upon their own discretion;

2. upon request of:

a) not less than 25 percent of the members of the Department Council;

b) the Rector or the academic standard leader in which the department conducts the study.

(8) The meetings of the Department Boards are held at least once a month with agenda announced in advance.

(9) The secretary of the department keeps minutes for the meetings of the Department Council, which are approved by the head of the department.

Article 34. The department:

1. Establishes its internal administrative structure and may adopt its *Department's Rules of Procedure*;

2. Discusses the condition and the organisation of the study process and undertakes measures for their improvement;

3. Develops curricula, disciplines, teaching and study methods and technologies;

4. In terms of the University's academic standards, it prepares and discusses academic standards for the disciplines taught within the scope under article 28, paragraph 2;

5. Allocates the study load among the department members;

6. Discusses the individual plans of the professors, associate professors, assistants and PhD students and adopts the reports thereof;

7. Discusses notebooks and study materials for the disciplines taught;

8. Proposes the lecturers for the disciplines of the department to the Program Councils;

9. Engages pay-roll lecturers, proposes contests for new lecturers and promotion in title and academic degree;

10. Engages part-time and guest-lecturers and academic partners;

11. Is responsible for the quality of education in the disciplines under article 31, paragraph 2;

12. Attests the lecturers, approves their individual plan and adopts their reports at least once during the semester;

13. Develops research and international projects;

14. Establishes contacts with primary and basic units of foreign universities taking leading positions in science or with individual scholars to whom it proposes cooperation and academic partners for the disciplines it is in charge of;

15. Organises conferences, scientific seminars and other public events;

16. Maintains relations with national and international education establishments on the subject matter of its work;

17. Carries out active work for the advertising of the University and information for the purposes of attracting students.



Article 35. (1) The Head of department is a habilitated person with the respective profile employed under employment agreement at the University and takes this office for a period of 4 years.

(2) The Head of the department:

1. Prepares and chairs the meetings of the Department Council;
2. Supervises, organises and supports the overall research and innovation activities within the department;
3. Resolves on issues in terms of the professional and academic development of the academic staff;
4. Organises and manages the department's operating activity;
5. Is in charge for the quality of education and performs the functions as set out in the System for education quality assessment and maintenance;
6. Signs or approves the documents and the correspondence of the department.
7. When the head of department is absent, their functions are performed by a habilitated member of the department nominated thereby.

Article 36. (1) The secretary of the department is appointed by the Rector upon proposal of the head of the department for the term of office of the head of the department.

(2) The secretary of department supports its head in their work.

Article 37. (1) The academic standard is a dynamic academic structure related to specific education and qualification degree, education and scientific or qualification degree in the respective specialty.

(2) An academic standard comprises one curriculum and the related study documents, the academic staff providing education to students who study under such academic standard.

(3) Academic standards from different education and qualification degrees established on one and the same scientific and/or professional base, as a continuation of each other, form a specialty from the professional trend pursuant to the Classification of Higher Education Areas and Professional Trends by virtue of Council of Ministers' Decree No 125 of 24.06.2002.

(4) Interdisciplinary master's academic standards that may be based on bachelor's standards from different specialties and professional trends are also organised in the University.

Article 38. (1) The academic standard leader is a habilitated person for the respective academic profile of the standard, who is appointed under main employment agreement at the University.

(2) The academic standard leader is elected by the Academic Council upon Rector's proposal.

Article 39. (1) The academic standard leader has liabilities and responsibilities pertaining to the study and the research under such academic standard.

(2) The academic standard leader:

1. Organises and manages the preparation, adoption and approval of the study documents in compliance with the requirements of the University and its implementation in the study process;



2. Studies the current condition of the specialty in leading European universities in which the academic standard has been internationally recognised;

3. Carries out comparative analysis of the curricula for the purposes of proving the adequacy of the curriculum proposed for the University.

(3) The academic standard leader is in charge of:

1. Qualification descriptions as an assignment to the academic standard;

2. Curriculum and its amendment in compliance with the development of science and profession and the needs of the users;

3. Descriptions of the disciplines (with the academic standards they comprise) from the curriculum according to the University's academic standard;

4. Reconciliation of each discipline with the objectives of the academic standard, the mission and the specificity of the University;

5. Ensuring of the required lecturers for the curriculum of the academic standard from the fixed academic units of the University, as well as from other universities, departments and business structures, whenever necessary;

6. Compliance of education with the newest general knowledge, applicable skills and key competences;

7. Ongoing study process under the academic standard;

8. Realisation of innovations attributable to the University during the process of study: constructivism as an interactive teaching method in contrast to the traditional instructions, ongoing assessment during the semester, student's skill to study alone, the examination – closer to the practice, customisation of relations with students, purposeful work with excellent students, etc.

9. Academic partners of the University under the academic standard and ensuring their cooperation.

(4) The academic standard leader assists the academic management and takes part in the candidate student campaign by compiling and analysing information about competitive candidate student campaigns and using it for the purposes of the University, advertises the academic standard, gives ideas for attracting candidates, interviews in media, meetings with candidates, etc.

(5) The academic standard leader works for the internationalisation of the academic standard:

1. Establishes contacts with scholars from their own and the team's international academic and business network for ensuring foreign lecturers for the University who assist in the study process, research, business projects, and maintains active contacts with them;

2. Negotiates with academic partners from the respective foreign universities for:

a) using curricula and standards of the partner university and/or reconciliation of the University's curricula with theirs in order to trouble-free carry out a semester for our students;

b) negotiating the study and/or apprenticeship of our students from the academic standards at the academic partners or related scientific and business structures;

c) common notebooks, monographies and publications;

d) engagement of guest-professors of the academic partners in the University, such as lecturers, examiners and members of scientific jury;

e) mutual recognition of credits for studied disciplines from the harmonised curricula and negotiating mutual recognition of diplomas at the academic standard level;



f) assistance through academic partners for agreement at university level with the European partner university, probably for common academic standard with issue of dual diplomas.

3. Activation of students' and lecturers' mobility, including for the training of PhD students for the needs of the University and young scholars.

(6) Assists for the development of science by establishing University's teams for European projects or assignments funded by the business, establishes cooperation in science and business, organises joint scientific conferences and fora under the academic standard, etc.

(7) Monitors and supervises the works under the above paragraphs and regularly submits information to the managing bodies of the University.

(8) Actively participates in the accreditation of the academic standard and the institutional accreditation of the University.

Article 40. (1) The Program Council is a collective managing body of the academic standard.

(2) The Program Council of the academic standard is led by the academic standard leader.

(3) The Program Council comprises:

1. For Bachelor's standard at least 7 members: four pay-roll habilitated lecturers from the European Polytechnical University who teach the disciplines from the curriculum of the academic standards in the four courses of study; one professor from a foreign partner university of EPU related to the academic standard; one representative of a company, professional or creative organisation or another employer in the field of the professional trend, and one student of the academic standard;

2. For Master's standard at least 5 members: two pay-roll lecturers from the European Polytechnical University who teach the disciplines from the curriculum of the academic standard; one professor from a foreign partner university of EPU related to the academic standard; one representative of a company, professional or creative organisation or another employer in the field of the professional trend, and one student of the academic standard.

(4) The members of the Program Council are suggested by the rector to the academic standard leader, are discussed and approved by the Academic Council and are then appointed by order of the Rector. Upon proved need or inability of any of its members to fulfil their obligations, the members of the Program Council may be updated on ongoing basis according to the same procedure.

(5) The Program Council is convened for meetings by the academic program leader or upon request of not less than one fourth of its members.

(6) The Program Council adopts resolutions under the following issues:

1. Curricula, qualification descriptions and descriptions of the disciplines under the academic standard's curriculum;

2. Harmonisation of the study content of the discipline in "horizontal" and "vertical" aspect of the curriculum;

3. Nominating the discipline main lecturers for the academic standard on the basis of the information provided by the University's departments for their academic staff, and if necessary and expedient – from external units and institutions;

4. Proposal to the Academic Council for contests for regular and part-time lecturers, as well as proposals for individuals to be engaged as a pay-roll lecturers with the same academic degree from



other higher education establishments and scientific organisations, guest-lecturers and academic partners from foreign universities;

5. Planning, ordering and reviewing textbooks and teaching materials for the academic standard, including online publications;

6. Improving the facilities and the information for the study process in the academic standard;

7. Individual plans for students in the academic standard;

8. Participation in the engagement of students in the academic standard;

9. Communication and cooperation with the students in the academic standard;

10. Monitoring and analysis of the ongoing study process in the academic standard;

11. Formation, accumulation and transfer of credits for study and student mobility under the academic standard;

12. Diploma thesis of the students graduating bachelor's and master's standards;

13. Control on the quality of the study process, including by inviting the respective lecturers and/or students at the meetings of the Program Council;

14. Managerial contributions to standard and professional accreditations under the professional trend of the academic standard and assistance for the institutional accreditation of the University.

(7) The Program Council is in charge of ongoing maintenance of the condition of the curriculum of the academic standard corresponding to the curriculum of the foreign partner, in such way to avoid content issues upon students' transition for one semester to the study process or specialty practice abroad.

(8) The Program Council keeps a book of minutes for its meetings and resolutions.

Chapter XV. STUDENT COUNCIL

Article 41. (1) The Student Council is a body that protects the interests of the students. It comprises representatives of each bachelor's or master's program and a representative of PhD students. The Student Council:

1. Informs and instructs students about the opportunities provided by the University for their development as specialists;

2. Assists for the organisation of enquiries among students on all issues of common interest, including the study process;

3. Supports the academic management and the lecturers in the introduction of education innovations in the University;

4. Supports the involvement of students and PhD students in the implementation of research projects within the main units and research structures, as well as in their participation in joint work with the business relevant to the specialty they study;

5. Maintains database of students and encourage them to participate in national and international research projects;

6. Encourage students to participate in scientific fora and conferences, symposia, etc. and assists for the publication of their best achievements;



7. Supports the Career Development Centre for the purposes of students' professional realisation and assists for the organisation of courses and apprenticeships in the conditions of their future realisation;

8. Keeps contacts with employers for entering into preliminary agreements;

9. Assists for the unity of the multinational student society, for the team work of students from different races, religions and cultures, for overcoming any tensions between ethnoses and groups, for cultivating European values in student society: acceptance of the other, tolerance, understanding and compassion.

(2) The Student Council adopts Rules on its Structure and Operation and submits it to the Academic Council for review.

(3) The Academic Council may object against some of the provisions of the Rules that are in conflict with the law or the University rules. Disputable provisions are finally settled by the Board of Trustees.

(4) The work of the Student Council is funded by the university budget in the amount of 0,5% of the study support. The funds are spent for the protection of students' social interests, for carrying out research, creative, cultural, sports and international activities with the students.

Chapter XVI. ACADEMIC STAFF

Article 42. (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 in modern practice is an advantage.

Article 43. (1) The academic degrees are awarded under employment relations pursuant to the procedure as set out in the Development of Academic Staff in the Republic of Bulgaria Act, the Implementing Regulations to the Development of Academic Staff in the Republic of Bulgaria Act, and the Higher Education Act.

(2) Contests are announced by resolution of the Academic Council upon proposal of the department, Rector or President.

(3) Scientific or academic degrees acquired abroad are recognised by the University by resolution of the Academic Council under the following conditions:

1. a legitimate diploma for scientific or academic degree is submitted;

2. the diploma is issued by a higher education establishment or a scientific organisation abroad recognised under the legislation of the respective country.

(4) The academic council approves the *Rules on awarding academic degrees and on the development of the academic staff of the University*.



Article 44. (1) Lecturers employed under employment agreement are admitted in compliance with the requirements of the *Rules on awarding academic degrees and on the development of the academic staff of the University*.

(2) The university engages persons with scientific degrees and distinguished professionals from the country and abroad as regular lecturers, such as part-time lecturers or as academic partners within the meaning of article 47.

(3) Lecturers may be admitted by resolution of the Academic Council and without contest, if they move to the same or lower academic degree in the University from another higher education establishment or from a scientific organisation in Bulgaria or a European Education Area member state.

(4) The provisions of paragraph 3 apply also in case of engaging persons with scientific degree and/or academic degree who at the time of the Academic Council's resolution work in other organisations and the content of their work is related to the respective University's academic standard.

Article 45. (1) A lecturer working under employment agreement in the University:

1. Observes the Rules and the ordinances of the University, their working hours, the approved teaching and research loads, any assigned teaching, research and other obligations in terms of scope and type, and fulfils them with high quality;

2. Regularly participates in the administrative life of the University – Department Councils, Program Councils, meetings with the academic management, public events and celebrations of the University;

3. Attracts students, projects and/or investments to the University;

4. Works for their scientific development, publishes, manages or participates in scientific projects with the students and representatives of other scientific organisations and the business.

5. Shows loyalty to the University.

(2) A lecturer who is a discipline main lecturer in the University:

1. Harmonises the study content and the teaching and student assessment methods with a foreign academic partner approved by the University in terms of disciplines that are common or close for both parties for which they are appointed as discipline main lecturers;

2. Develops, together with the assistants and the academic partner, the discipline description under academic standard, which contains:

a) the purpose of the study and the knowledge, applicable skills, values and relations expected from the students;

b) the teaching and learning methods;

c) the required information resources for preparation of the students;

d) the method for assessment of students;

e) the assessment standards;

f) the formula for calculating the semester grade;

3. Knows the advanced university study technologies and is able to teach;

4. Uses interactive forms of teaching and methods that activate students and engage them as equal participants in the study process;



5. Participates in the design and establishment (whenever needed) of study and/or research laboratory in compliance with the academic standard, and takes cares for its updated condition, maintenance and functioning;

6. Presents their lectures, teaching and examination tests and other teaching materials in electronic format;

7. Agrees to record videos and to present to students key lectures and student discussions they have selected;

8. Presents a manuscript of a textbook after three consecutive lectures on the bachelor's course discipline at latest.

(3) A lecturer in the University:

1. supports each of their students and PhD students in their support to attract and realise their maximum intellectual potential;

2. shows to the student and the PhD student such attitude as to a first class dominant in their university engagements;

3. communicates with their students, including by email;

4. teaches students key knowledge, skills and competences, including to work in a team and to carry out discussions;

5. selects talented students and works with them in a team;

6. teach students the skills to learn alone;

7. is able to carry out new type of examinations pursuant to the requirements of article 78, paragraph 2;

8. agrees the students to assess them and does not object to make their assessments public.

(4) The lecturers report their work and achievements to:

1. the department they are members of within the deadlines specified in their individual plan adopted by the Department Council, but not less than once a semester – Lecturers under employment agreement;

2. the Program Council of the academic standard;

(5) A copy of the reports under paragraph 4 is submitted to the academic management.

Article 46. Except the persons with academic degree in the University, EPU also engages additional staff comprising:

1. Academic partners of disciplines;

2. Guest-lecturers;

3. Part-time lecturers;

4. External examiners

Article 47. (1) The academic partner of the University is a person from another country or from Bulgaria who has a scientific and/or academic degree and has agreed to fulfill some of the obligations under the next paragraph 2.

(2) The academic partner of the University:

1. Participates in the harmonisation of the curriculum of the academic standard they have been engaged for, with that of the foreign university they work for;



2. Together with Bulgarian lecturers of one and the same discipline of the curriculum:
 - a) coordinates the study content, teaching and assessment methods;
 - b) reads lectures or modules via video conference while staying at their workplace;
 - c) gives ideas for and works in teams under joint projects with our lecturers and students;
 - d) leads scientific conferences or their workshops, organised by the University;
 3. Participates in scientific jury for awarding PhD decrees or in contests for academic degrees;
 4. Assesses the written works from the semester examination of students from the University and of PhD students;
 5. Participates in other initiatives, public events and advertising campaigns of the University.
- (3) The academic partners are engaged by resolution of the Academic Council upon proposal of the departments and the Program Councils.
- (4) Any issues that are not provided in this article are governed by the *Rules on the Academic Partners* adopted by the Academic Council.

Article 48. (1) Guest-lecturers from abroad are engaged by resolution of the Academic Council, without contest, for a specific period of time under substantiated request of the Program Council for whose academic standard the guest lecturer is engaged.

(2) Part-time lecturers are engaged for a single course reading or for carrying out seminars by resolution of the Academic Council upon substantiated request of the Program Council of the academic standard to whose students they will teach.

(3) The obligations of the guest lecturers and the part-time lecturers are set out in article 45, paragraph 2 and 3.

(4) The relations of the guest lecturer and the part-time lecturers with the University are settled by virtue an agreement for a period not longer than one year, which may be renewed.

(5) External examiners are persons independent from the main lecturer of the discipline they examine for. They may be members of the academic staff of other universities from other countries and from Bulgaria, as well as professionals from the business.

(6) External examiners:

1. For every semester are approved upon proposal of the academic council leader by the Academic Council and are appointed by the President under service agreement with the University;

2. Receive student's written examination works online and assess them anonymously online by observing the *Rules on conducting examinations and assessment of students and graduates*.

3. Assess students according to the academic standards of the university and the specific discipline.

Article 49. (1) Lecturers who are under employment relations with the European Polytechnical University are appointed under employment agreements in compliance with the Higher Education Act, the Development of Academic Staff in the Republic of Bulgaria Act, the Implementing Regulations of the Development of Academic Staff in the Republic of Bulgaria Act, and the Labour Code.

(2) The Academic Council adopts *Rules on teaching and/or research load in the University*.



(3) The annual academic load of the pay-roll lecturers in the University is fixed by the Council of the department, which is responsible for the respective study, is planned in the Individual lecturer's plan, is supervised by the head of the department and has impact on the remuneration.

Article 50. (1) The Academic Council adopts Rules on attesting the academic staff, according to which the departments assess the contribution of each member of the academic staff to the study, research, administrative and other professional activities.

(2) The preliminary announced attestation indicators and criteria comprise;

1. Assessment of the quality achieved by the lecturer in their teaching and research activities based on the System for education quality assessment and maintenance;

2. The academic load of the lecturer in the study process, including the development of new seminars and/or laboratory exercises, notebooks and teaching materials, management of PhD, graduate and post-graduate students;

3. Their scientific and another professional production;

4. Engagement under research and international research cooperation agreements and their contribution to the University's revenue;

5. Participation in editorial teams of researches and membership in scientific organisations and societies;

6. Assessment made for the professional trend during the academic standard accreditation in Bulgaria and in foreign accreditation agencies;

7. Their assessment for the work and relations with students, graduates, PhD and post-graduate students;

8. Their assessment for the work related to the establishment and strengthening the position of the University.

(3) The attestation is obligatory once every 3 (three) years for non-habilitated lecturers, and once every 5 (five) years for habilitated lecturers.

(4) The results from the attestation and from the assessment under the System for education quality assessment and maintenance have impact on the lecturer's status.

Article 51. (1) The amount of remunerations of the lecturers in the University is proposed by the Rector on the grounds of the assessments for the lecturer's contribution from the attestation, as well as the current assessments under the System for education quality assessment and maintenance of the academic council and is fixed by resolution of the Board of Trustees or by the President if they are explicitly authorised to do so by the Board of Trustees, and is agreed upon with the President and is confidential.

(2) The Board of Trustees or the President, provided they are explicitly authorised by the Board of Trustees to do so, fix the initial salary of newly appointed lecturers upon Rector's proposal, which is valid for the first 6 months. Upon expiration of this period, it may be changed in compliance with the *Ordinance on the formation of academic staff's salary*, corresponding to the requirements of paragraph 1 of this article.



Article 52. Lecturers under employment agreement in the European Polytechnical University have the right to:

1. academic freedoms;
2. freedom to teach within the frames of the University's academic standards;
3. freedom to carry out researches;
4. freedom to creative expressions;
5. freedom to education;
6. elect and be elected in the managing bodies of the European Polytechnical University in compliance with the provisions of these Rules;
7. use the name and the opportunities of the University, with the agreement of the University's management, for defence of their personal rights, dignity and interests;
8. improve their qualifications for which the University provides conditions and prerequisites;
9. use the potential of the University – facilities and information, scientific potential and consultations;
10. every 7 (seven) years, if needed, to use one academic year without academic load for their creative development, for which they submit a report;
11. remunerations based on their contribution to the University;
12. annual leave, according to the fixed regulatory number of days;
13. incentives, in case of positive attestation for their work and high quality of education they provide.

Article 53. The lecturers in the University fulfill the requirements of article 45 for their obligations by:

1. regularly carrying out academic hours, according to the schedule of the classes;
2. being present at their workplace, according to a schedule coordinated with the head of the department, but not less than 3 days a week;
3. implementing and reporting their approved individual semester plan;
4. carrying out active self-load work in the interest of the University;
5. assisting for the protection of the University's reputation and official secret;
6. participating in, according to their qualification and skills, and assisting for the organisation and conducting the University's common initiatives;
7. being familiar with these Rules and the legal acts for the implementation thereof and by observing them.

Article 54. (1) The members of the academic staff are dismissed from office by order of the President upon Rector's proposal:

1. upon their own request;
2. upon being sentenced to imprisonment for deliberate crime;
3. if it is not possible to ensure the performance of their teaching work and no possibilities exist for transferring or requalification thereof to similar scientific discipline;
4. upon evidence for plagiarism in scientific works found according to the respective procedure;



5. upon withdrawal of the scientific degree;
6. upon two consecutive negative attestations;
7. upon committing violations giving grounds for disciplinary dismissal;
8. upon being put under plenary guardianship.

(2) The lecturers dismissed on the grounds of paragraph 1, item 3 are entitled to compensation in the amount of their remuneration until the expiration of their employment agreement, but not for more than 12 months after being dismissed.

Article 55. (1) A member of the academic staff or of the other staff is subject to disciplinary dismissal upon wilful commitment of one of the following violations:

1. puts examination assessment, without conducting an examination;
2. examines and puts an assessment to a person who is not entitled to sit the examination with them;
3. issues a document in the name of the University that provides false information about completed stages of education by a student, PhD and post-graduate student.

(2) A member of the academic staff for whom an act of corruption is evidenced according to the established procedure is subject to disciplinary dismissal.

Chapter XVII. HONORARY TITLES AND DISTINCTIONS

Article 56. (1) The title “Honorary Professor of the European Polytechnical University” is awarded to distinguished Bulgarian and foreign figures of science and culture for their contribution to the education and development of the University.

(2) The title “Doctor Honoris Causa of the European Polytechnical University” has a symbolic value and is awarded as a recognition of significance of scholars, public figures, intellectuals, governmental and academic officials contributing to the establishment and the success of the University and/or its public vision.

(3) The titles “honorary professor” and “doctor honoris causa” are awarded by the Academic Council.

(4) The “badge of honour” of the University is awarded by the Board of Trustees to the persons with distinctive merits to the University. The badge of honour has 3 (three) levels “golden”, “silver” and “bronze”.

Chapter XVIII. STUDENTS

Article 57. (1) The students in the University are citizens of different countries, nations, ethnos and religions, who are equal, who live and study in understanding and tolerance to the other.

(2) The University admits candidates for students who have completed their secondary education giving the right to study in higher education establishments pursuant to the legislation of



the respective country, as well as candidates who have graduated another higher education establishment or a professional college with profiled education.

(3) Students are admitted according to the procedures and requirements of article 68 of the Higher Education Act.

(4) Students are admitted with contest, and when announced places are more than students – without contest, however they should meet the threshold criteria.

(5) Threshold criteria are:

1. average result from the diploma for completed secondary education not less than “Good”;

2. the mark from the state matriculation examination in Mathematics, if sat, or the average mark in Mathematics from the diploma, where state matriculation examination is not sat – not less than “Good”;

3. knowledge in English at TOEFL (at least 70 points), SAT, ACT, IELTS level.

(6) When the candidate has no document for meeting the requirements in Mathematics or English language, they may sit an examination in the University to prove the possession of equivalent training.

(7) Upon announcing non-contest admission of students, they may submit documents for admission during the whole year until one week before the beginning of the course of study.

Article 58. The Academic Council approves *Rules on admission of students in the European Polytechnical University*.

Article 59. (1) The average grade for ranking of candidates is formed on the basis of the details contained in the documents.

(2) When they are not assessed according to the six-point marking system, a table for equivalence of marks from the education document compliant with the American Association of Collegiate Registrars and Admissions is applied.

Article 60. (1) Students in the University have the right to:

1. participate in the course of study and the scientific activities;

2. obtain qualified help and guidance for their professional, creative and cultural development;

3. participate, through their representatives, in the work of the Academic Council, the Department and Program Councils;

4. associate in student study, research, cultural and sports communities in order to protect their rights and interests, and to be members of international organisations whose activity is not in conflict with the laws of the Republic of Bulgaria;

5. information on all matters of the University affairs;

6. participate in the assessment of lecturers’ work, the quality of their education and of different lecturers;

7. choose disciplines alone under conditions and with lecturers as set out in the curriculum;

8. use the study, scientific, everyday living and other material and information facilities of the University;



9. participate in conferences, symposia, sports, cultural and scientific events in the country and abroad;

10. study additional courses under specific conditions;

11. discontinue their study and to renew it afterwards;

12. use vacations not less than 30 /thirty/ days within one academic year;

13. be paid University scholarships or bonuses upon payment of tuition fees differentiated according to the result from the course of study in the University, in compliance with the *Ordinance for payment of tuition fees and financial incentives for students in the University*;

14. work in a team with their lecturers on scientific, research and business projects and to be paid remuneration for their contribution;

15. complete their study under individual academic standard that may be speeded up when a main part of the curriculum has been passed and they have shown very good results.

(2) Students have equal rights. The rights attributable to the student status may not be exercised during the periods of discontinued study.

(3) The main criterion for assessment of students' achievements and use of incentives, including to provide bonuses to the tuition fee, is the result from the course of study.

Article 61. Students have the following obligations:

1. to fulfil the requirements of these Rules and the requirements of the originating legal acts;

2. to attend the exercises in the respective discipline according to the curriculum;

3. to go well prepared for the classes;

4. to successfully pass their examinations within the fixed deadlines and according to the annual study schedule and the examination schedules;

5. to protect and use the facilities of the University according to their intended purpose;

6. to show respect to lecturers, employees and to the management of the University;

7. to assist for the fulfilment of the mission and to protect the values and interests of the University;

8. Before the beginning of the classes for the respective semester, to pay the semester tuition fee as set out in the *Ordinance for payment of tuition fees and financial incentives for students in the European Polytechnical University*. Any failure to do so results in discontinuation of student's rights until their final repayment.

Article 62. Each student signs personal agreement with the President of the University with which both parties assume their obligations in writing.

Article 63. By resolution of the Rector, student may:

1. transfer to another specialty upon completing at least one semester;

2. study several specialties simultaneously;

3. move from and to other higher education establishments;

4. study under shortened curricula and transfer credits from another study under the following conditions:



a) when they have studied some of the disciplines or other elements of the curricula (apprenticeships, practices, etc.) in a legitimate higher education establishment equivalent to the University and recognised under the legislation of the respective country;

b) when they prove to the university board of examiners that they have the required knowledge and applicable skills which they claim compliant with the academic documents and standards of the University;

c) when the study in the same education and qualification degree of the same specialty in a higher education establishment of the respective country is with shorter duration than that in the University and when the candidate comes from a secondary school recognised under the legislation of the same country for education in such higher education establishment.

Article 64. The Academic Council adopts *Rules on the Structure and Operation of the Career Development Centre* that further set out the activities related to maintaining contacts with the University graduates (alumni).

Article 65. (1) A student is dismissed from the University:

1. For a specific period of time;

2. Forever.

(2) A student is dismissed for a specific period of time by resolution of the Rector:

1. Upon fraud or attempted fraud when sitting an examination or defending their knowledge and skills;

2. Upon failure to fulfil their student's obligations.

(3) A student is dismissed by resolution of the President:

1. Upon failure to pay the respective tuition fee;

2. Upon lowering the University's prestige;

3. Upon being sentenced to imprisonment for general wilful crime.

(4) By resolution of the President or the Rector, a student is dismissed forever upon providing false details on the basis of which they have been admitted as a student, or upon counterfeiting documents for their student's status.

Chapter XIX.

PhD AND POST-GRADUATE STUDENTS

Article 66. (1) PhD students are admitted and educated in the University in compliance with the Development of Academic Staff Act and its implementing regulations.

(2) The Academic Council adopts a resolution for announcing PhD student places in compliance with the capacity of the University by professional trends as fixed during the accreditation.

(3) Specified PhD student places are announced on the University's website and on the websites of the its European partner universities, as well as in other public media being of interest to potential candidates.



Article 67. (1) The Universities provides course of studies by order of stakeholders in all forms of life-long learning.

(2) For the admission and the terms and conditions for PhD and post-graduate student education in the forms of life-long learning, the Academic Council adopts *Rules on the admission and education of PhD and post-graduate students*, and for the procedure for defence of education and scientific and scientific degrees – *Rules on the defence and obtaining scientific degrees*.

Chapter XX. EMPLOYEES

Article 68. (1) Employees in the University are appointed in accordance to the administrative structure of the University.

(2) The terms and conditions for appointment and dismissal of employees in the University are in compliance with the general employment legislation, the requirements of these Rules and the Ordinance on the structure and the *Ordinance on the structure and operation of the administration*.

Article 69. The employees in the University have the right:

1. To be assisted by the University while performing their employment functions;
2. To improve their professional qualification;
3. To incentives as a result of their performance assessment;
4. To promotion within the University.

Article 70. The employees in the University are obliged:

1. To consider the relations with students in lecturers in compliance with the University's mission first ranking priority in their work;
2. To perform their employment functions diligently and in the best interests of the University, according to their job description, which is integral part of their employment agreement;
3. To be loyal to the University and to protect its reputation;
4. To keep official secret;
5. To know, observe and strictly and impartially implement these Rules and its implementing regulations;
6. To improve their qualification.

Chapter XXI. STRUCTURE AND ORGANISATION OF THE STUDY PROCESS

Article 71. (1) The study process is carried out according to the academic documents for each academic standard, which comprises:

1. qualification descriptions;
2. curriculum;
3. characteristics of studied disciplines;
4. annual study process schedule.



(2) The form of study in the University is full-time, part-time, evening and online;

(3) The required conditions as required by the Higher Education Act (HEA) and the National Evaluation and Accreditation Agency (NEAA) are established in terms of specialties and disciplines for which the University has decided to provide online study.

(4) The study process schedule under academic standards for the same education and qualification degree may be common for the University.

Article 72. (1) Qualification descriptions and curricula of designed specialties are prepared by resolution of the Academic Council.

(2) The draft qualification descriptions and curricula for the respective academic standards are assigned to a working group appointed by the rector, which, in addition to university lecturers, comprise representative of the business relevant to the academic standard, and scholars from foreign universities.

(3) The Academic Council approves the Program Council under the Academic Standard in compliance with article 37, paragraph 4, and authorises it to implement the resolutions discussed by the Academic Council to the academic documents. During its next meeting, the Academic Council approves the qualification description and the curriculum of the specialty.

(4) One semester of the academic standard is conducted in a foreign university, which is a partner to the University in terms of the respective academic standard.

1. The partner universities are well-known and recognised in the field of the academic standard and are in synchrony with the mission and the objectives of the University;

2. The proposals for partners are made by the departments, the Program Boards and the academic management and are approved by the Academic Council;

3. The Program Council coordinates the curricula and the training under the academic standard with those of the partner in order to eliminate content issues in terms of the students' transfer from the University for one semester in another country.

Article 73. (1) The University actively uses the statutory opportunities for joint education programs and for joint research and innovation activities with foreign higher education establishments and organisations recognised under the legislation of the respective country, as well as for opening education units abroad.

(2) In case of education franchise, the University may be a franchiser or a franchisee, for which purpose a financial grant agreement is entered into for mutual recognition of education and diplomas.

(3) In case of joint programs with higher education establishment in other countries within the meaning of HEA, the University agrees with the partner university upon:

1. language of teaching;

2. academic documents under which students study in both universities and the recognised credit points;

3 student examination criteria;

4. joint control, mainly through external examination within the meaning of these Rules;

5. participation in state boards of examiners for defence of diploma thesis.



(4) In case of joint programs under the preceding paragraph, students who are admitted in the two universities for the joint academic standard should be registered as students of the two universities, and upon successful completion they are awarded diplomas from the two universities.

Article 74. (1) Education in the University comprises compulsory, elective and facultative disciplines.

(2) The University gives every student the opportunity to choose disciplines within the frames of the approved curriculum.

(3) Each student may study a discipline that is compulsory for the students from another academic standard of the University as a facultative discipline.

(4) Credit points are awarded to every disciplines and curriculum element (apprenticeships, practices, field exercises, research trips, etc.), depending on its complexity and significance for the successful graduation of the student. The credits gained by the student is reported in the *Ordinance for payment of tuition fees and financial incentives for students in the European Polytechnical University*.

Article 75. (1) The Program Council gives the assignment and nominates the discipline main lecturer and the team of authors that prepares the design of the discipline.

(2) The design of the discipline is submitted in the form of a discipline description, according to the University's approved academic standard.

(3) The academic standard under paragraph 2 approved by the Academic Council contains obligatory components, such as:

1. study content, which is organised in relatively independent parts, each comprising 15 (fifteen) academic hours of academic load as a minimum;

2. what the student will know and be able to after the course of study;

3. standard of marks according to the six-point marking system under the Credit Accumulation and Transfer System (ECTS);

4. formula for calculating the semester mark for the discipline covering:

a) the achievements of the student during the semester, follow-up tests during the course of study, regularity of their preparation and obtained values and attitudes;

b) the weight of anonymous marks from the written semester examination by the discipline main lecturer and the external examiner.

(3) The significance of different components in the formula for the semester mark from the discipline is defined by the Program Council, however not less than 1/3 of the weight should be given to the anonymous marks of the external examiners.

(4) The description of the discipline adopted by the Program Council of the respective academic standard, after being approved by the Rector upon the Academic Council Commission on Study Process, becomes an academic standard of the discipline.

Article 76. (1) The Academic Council adopts *Rules on the organisation of the study process and keeping academic documents*.



(2) The web-based study is dominant in the organisation, management and carrying out of the study process.

(3) Advanced interactive methods and means are applied for the purposes of education, development of personal qualities and for obtaining generally applicable knowledge, key and professional competences in the University:

1. constructivism as an interactive study method that suggests discussions during the course of study moderated by the lecturer;

2. Electronic and “Internet” method of study through adaptive customisation of the study content and academic activities based on the respective student’s preferences and achievements and their own style and learning rate;

3. Video conference online lectures with foreign professors being at their place abroad, as part of the week schedule of the study process.

4. Students working in teams on academic assignments and on research and business projects with lecturers and professionals from the business, as an advance form of education through job;

5. Electronic management of the study process in the University, which allows to monitor the work and the education of each student in the University’s computer network.

(4) The following obligatory documents are kept in the University in terms of the study process: main book, examination records, student files, student record books and registration book of issued diplomas.

(5) The terms and conditions for keeping and storing the study process documents are set out in the *Rules on the organisation of the study process and keeping academic documents*.

Article 77. (1) The Academic Council adopts a separate legal act for and supervises the *System for Education Quality Assessment and Maintenance*, which is required for the external accreditation and regular audit of specific objects of assessment;

1. Academic standards;

2. Disciplines;

3. Lecturers.

(2) The purpose of the System under paragraph 1 is to achieve education quality corresponding to the European traditions and standards in combination with US pragmatism.

(3) The feedback from the students and PhD students is a dominant of the System under paragraph 1 ensured through different forms of enquiry and communication with the students.

Article 78. (1) The Academic Council adopts *Rules on conducting examinations and assessment of students and graduates*, which set out:

1. The marks of students for all disciplines are presented rounded according to the six-point marking system and according to the scale of the European Credit Transfer Systems, as follows: excellent 6 – A; very good 5 – B; good 4 – C; fair 3 – D, fair 3 – E; poor 2 – F;

2. The examination is considered passed upon achieving at least Fair 3 – D.

(2) The examination assesses the abilities of the students to solve scientific and professional tasks and is held under conditions that are close to the real practice:



1. The basic knowledge of the student are assessed;
2. Issues, case studies and tasks from the future practice are given, which may be solved with textbook, manual and all means that the student could use at its job as a specialist;
3. The skills to apply knowledge are assessed;
4. The evidence that the student has mastered the skill to think and learn alone, to work in a team and to be confident to apply this in future;
5. The obtaining of key competences, generally applied skills, values and attitudes, which in combination with special knowledge allow the future specialist to achieve realisation in the dynamically changing market environment are assessed.

Article 79. (1) Bachelor's and Master's academic standards are completed upon defence of diploma thesis, unless the curriculum approved by the Academic Council provides for a state examination;

(2) The diploma thesis and its defence are aimed at assessing the student's ability to prove that they are able, independently or in a team, to cope with the level of the respective education degree with professional and/or scientific tasks that are expected to be assigned in their future as future specialist.

(3) The diploma thesis is led by a supervisor nominated by the Program Council of the respective academic standard.

(4) A specialist from the practice or a foreign partner to the academic standard is nominated for a reviewer of the diploma thesis.

(5) The diploma thesis is defended before the state board of examiners comprising a representative of the business for the respective academic standard, and if possible – a foreign partner to the academic standard.

(6) The *Rules on conducting examinations and assessment of students and graduates* sets out the rules for the formation of marks from diploma theses and defences.

Article 80. A diploma for completed education and qualification degree is awarded upon:

1. Gaining the fixed minimum number of credit points by the student for the respective education and qualification degree as provided for in the Higher Education Act;
2. Successful fulfilment of all obligations as set out in the curriculum, irrespective of the calendar duration of the course of study;
3. Successful defence of diploma thesis.

Article 81. (1) The University organises studies for qualification improvement and expansion in all forms of life-long learning.

(2) The qualification improvement study is conducted under academic documents coordinated by the Academic Council Commission on Study Process and approved by the Rector.

(3) The terms and conditions for admission of post-graduate students, the requirements thereto, methods of payment of specialisations, obtaining qualification certificates, as well as any other conditions whatsoever are set out in the *Rules on the admission and study of PhD and post-graduate students* approved by the Academic Council.



Chapter XXII. CREDIT ACCUMULATION AND TRANSFER SYSTEM

Article 82. (1) In terms of the education of students at all levels and in all forms of study, of PhD and post-graduate students, the University applies a System for formation, accumulation and transfer of credits that takes in consideration the specific features of the respective study.

(2) The credit system is an organisation of the study process, which:

1. Ensures the gaining of credits for study components comprised in the curriculum and opportunities for their accumulation and transfer;
2. Is based on full load of students – academic load, self-load, research and other forms of self-work on each discipline for the entire process of study;
3. Provides opportunities for participation in national and international mobility on the basis of mutual recognition of different study periods and study components for which credits are awarded.

Article 83. (1) The credit corresponds to the number of hours of full academic load required for the students to master specific knowledge, skills and values under specific education component during their study in the University.

(2) Credits are fixed for students, PhD and post-graduate students in their curricula and are allocated by academic years and semesters, by disciplines, paper course works and projects, practical study, participation of students in research activities of the University, defence of diploma projects and for other study components.

(3) Credits are accumulated consistently in time during the course of study for each discipline and other study components as per the curriculum, for every completed semester and every academic year until gaining the total number of credits required for graduation under the curriculum and the Higher Education Act.

Article 84. The University establishes conditions for application of the European Credit Transfer System by:

1. Adopting *Rules on academic mobility* setting out the terms and conditions for formation, accumulation, recognition and transfer of credits;
2. Organising outgoing and incoming, national and international mobility of students and PhD students in compliance with the Rules;
3. Recognises credits gained in a higher education establishment in Bulgaria or another European Union and European Economic Area member state applying the European Credit Transfer System, or in a foreign higher education establishment in another country with which an international cooperation agreement is entered into;
4. Nominating an existing university unit authorised to apply the credit system.

Article 85. (1) In relation to the application of the credit system, on annual basis the University prepares and announces information packages comprising:



1. General information about the University, its structure, its managing bodies, conditions for admission, information about subsistence conditions, the units organising the study process and their managing officials;

2. Information about the professional trends and the academic standards involved in the mobility system, the organisation of the study process, the main units and the official who are in charge for the credit system and the student mobility;

3. Information about the curricula and academic programs under which study is organised, including for lecturers, language of teaching, form of assessment and number of credits.

(2) The Program Councils and the departments providing the study are in charge for the content, updating and authenticity of the information in the academic documents.

Article 86. (1) One credit is fixed for not less than 25 (twenty five) hours and for not more than 30 (thirty) hours full academic load required for achieving the required study and scientific results.

(2) Full academic load comprises all hours of academic load and self-load for the respective education component.

(3) The share of academic load may not exceed half of the full load of students, PhD and post-graduate students fixed for each discipline and under the whole curriculum.

(4) The study under the curriculum in the education and qualification degrees “bachelor” and “master” requires the gaining of not less than 60 (sixty) credits per academic year, and not less than 30 (thirty) credits per semester.

Article 87. (1) Credits fixed for each discipline are allocated as follows:

1. Not more than half – for successfully passed examination;

2. The remaining credits – up to their total number – for other forms of work of students, such as project, course paper work, essay, participation in discussions, solving of case studies, tests and other study assignments, attendance in class and/or other education components, according to the specificity of conducted study.

(2) The student is allowed to sit an examination only if the credits under item 2 of paragraph 1 for the respective discipline are gained.

Article 88. (1) The number of credits for acquiring education and qualification degree “bachelor” is 240, and 15 of them are for successfully defended diploma thesis;

(2) The number of credits for acquiring education and qualification degree “master” as per the curriculum of the respective specialty is:

1. not less than 60 (sixty) credits after acquired “bachelor” degree for the same specialty;

2. not less than 90 (ninety) credits after acquired “bachelor” degree for another specialty within the same professional trend;

3. not less than 120 credits after acquired “bachelor” degree for a specialty of another professional trend.



(3) The number of credits for specialty “Architecture” for studying to acquire education and qualification degree “master” only is not less than 300 (three hundred) credits, 15 (fifteen) credits of which are for successfully defended diploma thesis.

Article 89. (1) Credits that are already gained from another study are accumulated and may be recognised in case of:

1. Transfer of students from one to another academic standard in the University;
2. Study of students under second academic standard of the same education and qualification degree;
3. National mobility of students who have completed part of their education in other Bulgarian higher education establishments;
4. International mobility of students who have completed part of their education in foreign higher education establishments;
5. Transfer of students from other Bulgarian or foreign higher education establishments to the University;
6. Restoration of student rights for continuing and completing the study in the University for the respective education and qualification degree.

(2) The academic standard leaders decide whether to recognise already gained credits of students transferred to the University from another higher education establishment with which no credit transfer arrangements exist, whereas taking in consideration the study content and the scope and nature of obtained knowledge.

Article 90. (1) The University issues certificates to post-graduate students for the credits gained in the forms of continuing education.

(2) Credits gained in the forms of continuing education are accumulated for possible transfer, however as a set they do not ensure the acquisition of new specialty or education and qualification degree of higher education.

Article 91. Upon transfer of students from foreign higher education establishments that do not apply the European system for accumulation of credits and no credits are awarded to studied disciplines, the Program Council proposes, and the Rector (Vice-Rector) defines the number of credits that might be awarded, according to the requirements of the academic standard.

Article 92. (1) The credits awarded to students, PhD and post-graduate students should be recorded in the academic records, diplomas, European diploma supplements and other documents verifying the periods of study issued by the University.

(2) The academic record and the European diploma supplement, in addition to the mark according to the six-point marking system, contains the corresponding mark under the European Credit Transfer System under article 74, paragraph 1, item 1, and no credits are awarded for mark F.

Chapter XXIII.

ORGANISATION OF SCIENTIFIC, RESEARCH, PRODUCTION, QUALIFICATION AND OTHER APPLIED ACTIVITIES

Article 93. (1) Carrying out researches is an integral part of the work of the academic staff on the basis of which its scientific growth is ensured.

(2) Researches in the European Polytechnical University are aimed at the creation of new scientific knowledge or scientific and applied products, the implementation of professional projects in practice and for maintaining the vitality of the study content and the development of study.

(3) The academic staff adopts a strategy and priorities in the scientific area of the University and updates in on annual basis.

(4) Researches and projects in priority areas in which the University works are encouraged by the academic management with priority.

Article 94. (1) The University plans and carries out, together with other higher education establishments, scientific organisations and institutions, joint scientific and applied researches, project, innovation and artistic and creative activities, as well as programs for qualification improvement of specialists with higher education.

(2) Scientific and professional activities under paragraph 1 are carried out by the lecturers, students, PhD and post-graduate students, as well as by individuals employed especially for this purpose.

(3) For the purposes of carrying out scientific, research and project activities individuals who have academic degrees are appointed under the Development of Academic Staff Act or individual taking other positions are appointed under the Labour Code.

(4) The load of the members of the academic staff under the preceding paragraph is set out in the *Rules on teaching and/or research load*.

Article 95. (1) Researches are funded:

1. On the basis of agreements with the clients of ordered researches and scientific products;
2. With funds raised under the funding provisions under these Rules.

(2) The funds allocated for scientific and production, qualification, management, expert, design and other applied activities may be used for remunerations to the teaching, scientific and teaching and research staff employed under short-term employment agreement, and for remunerations to the students involved in the assignment such funds are designated for.

(3) The conditions for spending the funds are set out in the rules of the respective project and the conditions of the agreements entered into.

Article 96. (1) The University organises annual scientific session with international participation “Education, Science and Innovations” where the academic staff reports the scientific results achieved during the year.

(2) In their annual report to the Board of Trustees and the Academic Council, the Rector provides information for the organisation, results and expenses for carried out research activities.



(3) The University conducts annual scientific sessions and publishes the scientific periodical “Year-Book of the European Polytechnical University”.

(4) The University carries out publishing activities as set out in the *Rules for planning and issue of study literature and electronic teaching materials*.

(5) The qualification activity of the University is set out in the part of the *Rules on the admission and study of PhD and post-graduate students* stipulating all forms of life-long learning.

Chapter XXIV. PROPERTY

Article 97. (1) The European Polytechnical University is a subject to all property rights originating from its establishment.

(2) The property of the University comprises:

1. Title of movable and immovable property and other property rights;
2. Rights to intellectual property items (patents, license rights, to manuscripts, etc.);
3. Securities;
4. Shareholdings in companies and associations, receivables and other property rights acquired in return of consideration or free of charge.

(3) The University grants to its different structures its own property or any part thereof for management, without transferring the title to the respective structures.

Article 98. (1) Disposition transactions with University’s property are made by resolution of the Board of Trustees.

(2) Upon making transactions under the preceding paragraph, the University is represented by the President.

(3) The President approves *Ordinance on the financial activity and the property of the University*.

Chapter XXV. BUDGET AND FUNDING

Article 99. The study in the University is paid.

1. The tuition fees in the University are fixed by the Board of Trustees.
2. Tuition fees depend on the specialty and the language of teaching.
3. Tuition fees depend on the result of the student from the previous academic year and are defined under the provisions of the *Ordinance for payment of tuition fees and financial incentives for students in the University*.
4. Tuition fees for citizens of the European Union are twice lower than the others.

Article 100. Sources of funding of the University comprise:

1. Founders;
2. Own revenue:



- a) semester tuition fees;
 - b) administrative and other services;
 - c) University's scope of operation-related revenue (research, production, management, qualification, economic, expert, design, and other applied activities);
 - d) funds granted under international projects and programs;
3. Wills, donations and sponsorship;
 4. Targeted contributions and financial aid from government and local authorities.

Article 101. The annual financial supervision of the European Polytechnical University is carried out by the Board of Trustees through an auditor appointed for each financial year.

Article 102. The terms and conditions for preparation of the University's budget, as well as ongoing financial issues are governed by the *Ordinance for the financial activity and the property of the European Polytechnical University*.

Chapter XXVI. INTERNATIONAL AFFAIRS

Article 103. International affairs and international cooperation are implemented with view of the mission, the specificity of the objectives and tasks of the University, by making efforts for:

1. Studying and applying the experience of the most advanced universities and specialised higher education establishments;
2. Attracting foreign scholars and practicing professionals in the field of the scope of operation of the University, such as guest-lecturers, academic partners and external examiners;
3. Establishment of networks of scholars from the University and the European Education Area who manage and participate in international projects – education, research and other (funded by European funds and other programs);
4. Establishing and developing mutually beneficial relations with education and scientific centers and institutions;
5. Raising the University prestige through the participation of its outstanding scholars and lecturers in international scientific and cultural events;
6. Organising and carrying out bilateral and multilateral joint researches;
7. Organising joint academic standards with foreign scientific and education units, including exchange of scientific methodologies, equipment, etc.;
8. Ensuring efficient exchange of scientific information, documents, legislation, literature, etc.;
9. Ensuring valuable engagement in international organisations and associations for the purposes of improvement of the study and the scientific process;
10. Realising effective cross-border advertising and attracting foreign students to study in the University;
11. Ensuring access for students and lecturers to the global information networks, etc.;



12. Accrediting the University or its professional trends by European and US evaluation and accreditation agencies and institutions;

13. Organising joint study and franchise academic standards, including issuing of dual diplomas.

(2) The work of the University in terms of international cooperation is supported and documented by the International Affairs Office.

Chapter XXVII. INTERNAL LEGAL REGULATIONS AND ACTS

Article 104. (1) For the purposes of implementation of these Rules and providing for the structure, the internal organisation and work of the University, the Academic Council adopts Rules, academic standards and Ordinances.

(2) For implementing their specified competences, the Board of Trustees and the Academic Council adopt resolutions, and the President and the Rector issue orders and ordinances.

(3) The resolutions and the orders bear the name of the University (in case they are relevant to its operation), as well as the other requisites defining the status of the acts.

Article 105. The terms and conditions for keeping academic documents, for certifying student documents and other official materials are set out in the *Rules on the organisation of the study process and keeping academic documents*.

Chapter XXVIII. SYMBOLS AND RITUALS

Article 106. (1) University holidays are as follows:

1. 10th of June – the date of opening of the University;
2. The official opening of the new academic year with the admission of the first-year students;
3. Official promotion of University graduates.

(2) Student holiday – 8th of December, is a day off.

(3) Honorary title “Doctor Honoris Causa” and “Honorary Professor of EPU” are announced by the Rector at official university celebration event.

(4) The flag, log, slogan and anthem of the University are subject to approval by the Board of Trustees and their original copies are safe kept by the University President and Rector.

Chapter XXIX. FINAL PROVISIONS

§ 1. (1) University has a seal with blue ink and is used by the President or the Rector, or by officials authorised thereby, and is put under all documents requiring stamp.

(2) By resolution of the President and the Rector of the University, seals for the accounting office, the registry office, attorneys and other seals may be made.



(3) A sample of all seals is put in a special log also containing instructions for the storage, use of seals and the authorised officials and representatives who can use them.

§ 2. These Rules are issued on the grounds of the Higher Education Act, the Development of Academic Staff Act and the Deed of Incorporation.

§ 3. Any issues that are not stipulated herein are governed by the provisions of the applicable Bulgarian legislation.

§ 4. (1) The Rules are adopted, amended and supplemented by the Board of Trustees on the grounds of the Deed of Incorporation, article 14, article 15, paragraph 3 and article 36 of the Higher Education Act entitling the right to private higher education establishments to have structure, management methods and defining the managing authorities other than those typical for the state higher education establishments, without violating the academic freedoms.

(2) These Rules are adopted by resolution of the Board of Trustees of the European Polytechnical University adopted at a meeting held on 06.12.2011 and becomes effective on 06.12.2011.

These Rules are amended and supplemented by resolution of the Board of Trustees of the University on 12.12.2014.

These Rules are amended and supplemented by resolution of the Board of Trustees of the University on 17.09.2015.

These Rules are amended and supplemented by resolution of the Board of Trustees of the University on 25.11.2015.

These Rules are amended and supplemented by resolution of the Board of Trustees of the University on 14.09.2016.