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RULES

**ON THE ATTESTATION OF THE ACADEMIC STAFF
IN THE EUROPEAN POLYTECHNICAL UNIVERSITY**

Pernik, 2016



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TABLE OF CONTENTS

I. GROUNDS, OBJECTIVE AND TASKS	3
II. ATTESTATION PERIODS	3
III. ATTESTATION BODIES AND ATTESTATION PROCEDURE	3
IV. ATTESTATION INDICATORS	5
V. RESTRICTIONS	6



I. GROUNDS, OBJECTIVE AND TASKS

Article 1. (1) These Rules set out the terms and conditions, criteria and procedures for attestation of the academic staff in the University.

(2) The assessments given during the attestation are among the grounds for formation of the salary during the period until the next attestation.

Article 2. The academic staff is attested for the purposes of:

1. maintaining the level of teaching and research activities in the European Polytechnical University (hereinafter referred to as “the University”) by creating conditions for objective assessment of achievements and motivation for development of each member of the academic staff in the University.

2. to ensure appropriate selection, qualification and development of the academic staff by encouraging initiative, creative expression and activity of talented and perspective lecturers and researchers.

II. ATTESTATION PERIODS

Article 3. (1) Habilitated lecturers/ researchers¹ are attested once every 5 years, and non-habilitated – once every 3 years.

(2) Members of the academic staff who has been promoted to higher academic degree after a contest are considered attested for the next attestation.

(3) The time period for attestation is continued with the duration of time where attested individuals have been:

1. in sick leave for more than 1 year for a period of 2 subsequent calendar years;
2. in maternity leave;
3. in unpaid leave for more than six months.

(4) As an exception and in reply to a personal request of interested lecturers, or by decision of the Academic Council Commission on the Development of Academic Staff, an academic member may be attested in advance.

Article 4. (1) The Academic Staff Development Office keeps record of attestations, sees to the forthcoming attestations and informs the rector and the heads of departments.

(2) Annually, not later than the 30th of March, the departments/ chairs draft lists of lecturers who are subject to attestation and send them to the respective individuals.

III. ATTESTATION BODIES AND ATTESTATION PROCEDURE

Article 5. (1) The attestation bodies are as follows

1. Department/ Chair Council;
2. Attestation Commissions by academic standards;
3. Academic Council Commission on Development of Academic Staff.

(2) The nominations for members of the Attestation Commissions for the next term of office are made by the Academic Council Commission on Development of Academic Staff.

¹ Appointed under article 50 of the HEA



(3) The Attestation Commissions are elected by the Academic Council with 5 years' term of office and are appointed by order of the rector.

(4) The Attestation Commissions have five members: chairman – the academic standard leader in which the attested individual teaches, and four habilitated individuals from departments that are in charge of basic disciplines of the academic standards in which the attested individual teaches.

(5) The secretary of the Attestation Commission is a representative of the Education Technology Office who keeps the minutes and attestation documents.

Article 7. (1) The heads of departments make a proposal to the Attestation Commission for total complex assessment of attested lecturer which is formed on the basis of:

1. Gained annual assessments under SEQAM;
2. Personal report (self-assessment) of the lecturer according to the attestation indicators under article 11;
3. Reports on individual semester plans of the lecturer adopted by the Department Council.

(2) The proposal under paragraph 1 comprises quantitative assessments for all indicators under article 11 as well as the resulting total score assessment.

(3) The Department discusses and votes the proposal of the head of the department in the presence of the attested individuals.

(4) The proposal of the head of the department and the attestation materials, together with the motives thereof, are sent to the Attestation Commission, including in case of failure to accept the proposal of the department.

Article 8. The Attestation Commission may organise an interview with the attested individual, visit their classes or ask the attested individual or the head of the department for additional information, and may organise additional surveys among the students.

Article 9. (1) The Attestation Commission discusses, votes the total score assessment with simple majority and drafts minutes with opinion and recommendations signed by its members.

(2) The decision of the Attestation Commission may contain proposals for:

1. Improvement of the attested individual's work;
2. Initiating a procedure for promotion in academic degree;
3. Allowance of creative holiday for the purposes of career development;
4. Warning for withdrawing the academic degree;
5. Other.

(3) A copy of the minutes under paragraph 1 is submitted to the attested individual against signature within ten days of the date of making the minutes.

(4) The attested lecturer may submit a written objection to the rector within 7 days after the submission of the minutes.

(5) Within 14 days the rector makes a decision on the objection under the preceding paragraph.

Article 10. (1) Commission on Development of Academic Staff votes the proposal of the Attestation Commission for total complex assessment thus validating such assessment.

(2) The Academic Staff Development Office maintains a database of attestation assessments and give information to the rector for making the proposals for the lecturers' salaries.

IV. ATTESTATION INDICATORS

Article 11. (1) Attestations are made on the basis of total complex assessment by four groups of indicators.

(2) **The first group of indicators** is relevant to the lecturer's assessment under the System for education quality assessment and maintenance (SEQAM) for the quality and the scope of their study activities.

(3) The annual assessments of the lecturer under SEQAM are calculated as an average for the period between the two subsequent attestations during which they have been employed in the University, and thus the assessment is calculated according to the 100-point SEQAM-scale.

(4) For all other activities of the lecturer, the following groups of indicators apply:

Activities and indicators	Maximum points for attestation
2. Scientific, research, applied and publishing activities	50
1. Prepares and presents scientific works, publishes in magazines and scientific collections.	7
2. Takes part in scientific conferences in other countries with reports.	6
3. Takes part in scientific conferences in Bulgaria with reports.	3
4. Takes part in editorial teams, program committees at symposia, conferences and congresses.	3
5. Takes part in European and other international projects, scientific and education programs.	6
6. Takes part in national, departmental and corporate scientific and applied projects.	4
7. Takes part in scientific jury, makes reviews, expert opinions.	3
8. Consultancy, expert, evaluation, management and other professional activities.	3
9. Establishes cooperation with the business, foreign universities, creative and professional organisations.	4
10. Has inventions, patents and innovations.	6
11. Introduces scientific achievements – their own or other persons' ones in practice	5
3. Improvement of own scientific, methodological and professional education	30
1. Works on dissertation for scientific degree.	8
2. Works on/ publishes a monography.	5
3. Improves their own methodological, scientific and professional education, including in other countries and in practice.	4
4. Works with an academic partner from another country in terms of the study process and on joint projects, textbooks, publications.	7
5. Improves their language fluency, including for meeting the requirement for reading lectures in English language.	6

4. Establishment of facility and development of the University	20
1. Designs/ establishes study and/or research laboratory or works for its improvement.	10
2. Attracts candidate students, projects and/or investments to the University.	5
3. Develops teaching software and/or works for the use of electronic study and its customisation.	4
4. Works on another assignment in terms of material and information facilities.	1-3

V. RESTRICTIONS

Article 12. The minimum admissible number of points for positive assessment of habilitated lecturer is as follows:

Group	Minimum number of points
1. SEQAM assessment	40
2. Scientific, research, applied and publishing activities	15
3. Improvement of own scientific, methodological and professional education	10
4. Establishment of facilities, organisational activities and involvement in the development of the University	10

Article 13. The attestation assessment of the lecturer is valid until the next attestation.

Article 14. In case of unsatisfactory assessment given during the attestation, the attested individual is provided with a probation period not less than the period under article 3 after which an extraordinary attestation is made. In case of negative decision during such attestation, the Academic Council Commission on Development of Academic Staff makes a proposal to the rector for redirecting or dismissing the lecturer.

Article 15. The Rules on the attestation of the academic staff is adopted in relation to article 30, paragraph 1, item 8 of the HEA and on the grounds of article 50 of the Rules on the structure and operation of the European Polytechnical University.