

REGULATION

FOR ACQUISITION OF SCIENTIFIC DEEGRES AND ACCUIRING ACADEMIC POSITIONS AT THE MEDICAL UNIVERSITY - SOFIA

*(adopted by Decision of Academic Council from 18.09.2018,
amended AC dated 23.10.2018; amended AC from 27.11.2018; amended AC
from 18.12.2018., amended AC from 25.01.2019.; amended AC from
23.04.2019.)*

Chapter One. GENERAL INFORMATION

- Art. 1.** This *Regulation* provides a set of specific terms and conditions for requiring academic degree and acquiring academic positions at Medical University – Sofia (MU–Sofia).
- Art. 2.** (1) The educational and scientific degree "PhD" and the scientific degree " Doctor of sciences", acquired at MU – Sofia under Law for the Development of the Academic Staff in the Republic of Bulgaria (LDASRB), are unlimited and are valid throughout the country.
(2) (*Amend. – Decision of the AC from 23.04.2019*) The training in educational and scientific degree " PhD ", the acquisition of scientific degree "DSc" and the acquiring academic positions in MU – Sofia are carried out under doctoral programs accredited by the National Agency for Assessment and Accreditation (NAAA) under Annex 1a.
(3) An applicant for a scientific degree and academic positions "assistant professor", "associate professor" and "professor" shall meet applicable minimum national requirements for research and teaching, fixed at the Annex of scientific fields and/or professional headings for each degree and any academic position shall be based on the indicators under Art. 2b, point 2 of the LDASRB.
- Art. 3.** (1) The academic positions at MU – Sofia are:
1. for habilitated professors – associate professor and professor;
2. for non-habilitated lecturers – assistant and senior assistant.
(2) The academic positions "assistant", "senior assistant", " associate professor" and "professor" shall be held by competition and by selection from the respective board of the main structural unit of MU – Sofia and approved by the Academic Council (AC).
(3) The positions of the academic staff also include the positions of the habilitated and non-habilitated lecturers who work in the University hospitals for hospital care.
- Art. 4.** (1) The procedures for admission of full-time and part-time PhD students and for acquiring the academic positions under Art. 3 are opened by a decision of an AC of MU – Sofia on a proposal of the Faculty councils (FC) of the receiving structural units responsible for conducting of the competition. Any information on the competition shall be sent to the National Information and Documentation Center for publication (NIDCP) no later than 7 (seven) days after the decision of announcement the competition by the AC.

**Regulation for acquiring academic degrees and occupying academic positions
at the Medical University – Sofia**

(2) The competition under Art. 1 shall be announced in the State Gazette and on the website of MU – Sofia within 6 (six) months of the decision of the AC of MU – Sofia. Candidates shall submit documents for participation in the competition under the terms and conditions laid down in the LDASRB, in the Regulations for the implementation of the LDASRB, and according to the specific rules and the conditions of the notice, within 2 (two) months from the publication of the notice in the State Gazette.

(3) All announcements on the website under this *Regulation* contain a publication date. The date shall be the same date of publication in the State Gazette.

(4) Procedures under the LDASRB, the Regulations for its implementation and this *Regulation*, all of them containing classified information, require the meetings of the respective bodies shall be closed and the requirements of The Classified Information Procedures Act should be applied.

Art. 5. (1) The assessment of compliance with the minimum national requirements and/or other supplementary ones, as well as the evaluation of the results, scientific contribution and originality of the submitted works for acquisition of the academic positions "Senior assistant", "associate professor" and "Professor", shall be carried out by a scientific jury. For each specific procedure, the composition of the scientific jury is approved by the FC on a proposal from the head of the Department and by a positive decision of the Department Council (DC) of the basic structural unit.

(2) The evaluation of the dissertation and of the candidates for taking the academic positions "Senior assistant", "associate professor" and "Professor" shall be performed only for the persons who meet the respective minimum national requirements and the requirements of this Regulation.

(3) The Rector of MU – Sofia shall appoint by order of the scientific jury – its members and technical assistant for supporting jury's activity, approved by the order of Art.1.

(4) Members of the scientific jury must be Bulgarian citizens – habilitated persons and /or time-tested foreign scientists in the respective scientific field and, if possible, in the respective field and major. In the case of the interdisciplinary nature of the competition or topic of the dissertation, at least one member of the jury should be from another scientific field to which the competition or topic of the dissertation is relevant. The choice is made by two distinct groups – external and internal members of the MU – Sofia. When selecting a scientific jury, one external and one internal reserve member shall be appointed, each of whom shall become a full member in the absence of the holder, but after the explicit declaration of the first member.

(5) Under Art. 1, members of the scientific jury shall not be: relative persons – spouses or persons in fact cohabitation, relatives in direct line, collateral line – up to second degree inclusive, and relatives by marriage – up to the second degree inclusive, as well as physical and legal persons with whom the person is in economic or political dependence; persons who have private interest that may affect the impartial and objective performance of their work as members of the jury. These circumstances are declared by each member of the scientific jury in each particular procedure.

(6) Jury meetings must not be held in a reduced capacity. The refusal of a member of the jury to attend a meeting for unjustified reasons or his/her refusal to sign the Protocol shall be documented by the signatures of the participating jury members and this shall not be

grounds for the suspension of a procedure. A reserve jury member shall replace a core member in absentia.

(7) The decisions of the jury may also be taken in absentia, in this case the discussion and voting shall be carried out by the appropriate technical means (so called conferential voting), recorded and documented by the technical assistant of the jury.

(8) At its first meeting the Scientific Jury elects one of its members for Chairperson and appoints reviewers to the meeting, and a technical assistant keeps a Protocol of the meetings with taken decisions, and this Protocol must be signed by all the members.

(9) The decisions of the Jury shall be adopted by open vote and simple majority. When in the assessment under Art.1 a member of the scientific jury recognizes or receives a plagiarism writing that is not anonymous and motivated, the scientific jury shall make a decision in the presence or absence of plagiarism in the dissertation by a procedure established in the LDASRB. In such cases, the Scientific Jury shall, before taking its decision, allow the candidate to submit his opinion.

(10) The recensions and the reviews of the members of the Scientific Jury shall be registered with the entering № and date when they entered the basic structural units of MU – Sofia.

(11) (*New – AC Decision No 33.1 from 23.10.2018*) Every lecturer of MU – Sofia may take part in external scientific councils only after a positive decision of a respective FC. If a specific proposal is rejected, the negative decision is subject to appeal to the AC of the MU – Sofia, which decides the issue definitively.

Art. 6. A lecturer at MU – Sofia may be dismissed from an academic position under the hypotheses envisaged in the LDASRB, the Higher Education Act (HEA) and Bulgarian Labor code.

Chapter Two.

ACQUISITION OF EDUCATIONAL AND SCIENTIFIC DEGREE “PhD“ AND SCIENTIFIC DEGREE "DSc"

Section I.

Acquiring educational and scientific degree "PhD"

I. General Information

Art. 7. (1) A successful applicant for doctoral study has the educational degree “Master”.

(2) To acquire the educational and scientific degree "PhD" the applicant under Art.1 shall defend a dissertation thesis at the MU – Sofia under the terms and procedures of the LDASRB, the Regulations for its implementation and this *Regulation*, respectively in full-time, part-time, or self-study form of education, accredited by NAAA¹.

(3) (*Amend. – Decision of the AC from 23.04.2019*) PhD students shall be trained at Departments of the Faculties of MU – Sofia, where there is at least one graduate from the respective accredited professional field.

¹ The National Assessment and Accreditation Agency

(4) The educational and scientific degree " PhD" may also be acquired under conditions of mutual management on the one hand by a Bulgarian scientific supervisor in a higher education institution (HEIs) or scientific organization, having received accreditation for education in the educational and scientific degree " PhD" from the NAAA, and on the other hand, by a foreign supervisor in a HEIs or scientific organization, having received accreditation for education in the educational and scientific degree "PhD" in the foreign country, under the conditions and by the order of the LDASRB and of the Regulation of its implementation.

(5) The dissertation under Art.2 should contain scientific or scientifically applied results that represent an original contribution to science. Dissertation work should indicate that the candidate has in-depth theoretical knowledge of the relevant academic major and ability for independent research.

(6) Dissertation shall meet the requirements for structure in accordance with Annex 2 and the qualitative and quantitative criteria according to the minimum national requirements and the requirements of this Regulation (Appendices 3 and 4).

(7) Persons who have graduated foreign HEIs may apply for postgraduate studies after their acquired higher education has been recognized by MU – Sofia in accordance with the Ordinance on the State Requirements for recognition of periods of education completed in foreign higher schools.

(8) In case of necessity of practicing medical profession on the territory of the Republic of Bulgaria, the professional qualification shall be recognized by the order of the Law for the recognition of professional qualifications.

Art. 8. (1) The forms of a doctoral study at the Medical University – Sofia are:

1. full-time and self-study – up to 3 years.
2. Part-time – up to 4 years.

(2) Part-time and self-study PhD students may use the material equipment of MU – Sofia for the needs of their research activity.

Art. 9. The MU – Sofia informs annually the Minister of Education and Science for approval by the Council of Ministers the following data:

1. number of PhD candidates accepted for training, in accordance with the capacity of MU – Sofia, the professional fields and the majors from the regulated professions in it;
2. amount of the tuition fees for PhD students at the MU – Sofia, except for the cases under Art. 21, Art. 2, 3 and 5 of the HEA;
3. terms and conditions for the provision of scholarships and accommodation in the hostels and other social and household benefits by PhD students at MU – Sofia.

II. Admission of PhD students who are not Bulgarian citizens and are not citizens of Member State of the European Union (EU), of another country-party of the Agreement on the European Economic Area (EEA) or of the Swiss Confederation

Art. 10. (1) Persons who are not Bulgarian citizens and are not citizens of Member State of the EU, of another state party to the Agreement on the EEA or of the Swiss Confederation may apply for full-time or part-time PhD studies:

1. in implementation of intergovernmental agreements for educational and scientific exchanges;

**Regulation for acquiring academic degrees and occupying academic positions
at the Medical University – Sofia**

2. according to acts of the Council of Ministers;
 3. foreign PhD students who pay a tuition fee not less than the differentiated norms for the maintenance of the training of one PhD student at the MU – Sofia;
- (2) The candidates under Art. 1, para 1 and 2 shall be enrolled under the conditions and by the order specified in the relevant agreement or the act of the Council of Ministers.
- (3) Persons under Art. 1, para 3 shall be enrolled under the terms and conditions of this Regulation if they hold a Master's educational degree in the respective professional field of the doctorate in accordance with the approved state requirements for recognition of acquired higher education at foreign higher schools with professional qualification from a regulated profession.
- (4) The persons under Art. 1 may apply for a doctoral degree and under the terms and conditions for enrollment of Bulgarian citizens, if they:
1. have the status of permanent residents on the territory of the Republic of Bulgaria;
 2. have refugee status;
 3. are of Bulgarian nationality.
- (5) Persons with dual citizenship, one of which is Bulgarian, shall pay half of the amount of the fee specified in Art. 1, para 3, when they are enrolled under conditions and by the order determined by the Council of Ministers.

- Art. 11.** (1) Candidates for doctoral studies under Art. 10, Art. 1 must submit the following documents:
- 1/ application form to the Head of the receiving structural unit, containing brief biographical data, the language proficiency level and a student's statement to study in doctorate at the MU – Sofia;
 - 2/ copy of a diploma of higher education, showing that the candidate has a master's degree in the professional field of respective doctoral study.
 - 3/ medical certificate issued within 1 (one) month before the date of application and endorsed by the relevant authorities in the country from which the person applies;
 - 4/ list of publications, if any;
 - 5/ copy of the citizenship documents;
 - 6/ certificate of recognized higher education if the diploma is issued by a foreign medical HEI;
 - 7/ two photos.
- (2) The documents under Art. 1, para 2 and 3 must be legalized, translated and certified in accordance with the provisions of international treaties of the Republic of Bulgaria with the state in which they were issued and, in the absence thereof – under the General order for the legalizations, translations and endorsements documents and other papers.
- (3) Candidates under Art. 10, Art. 1, para 1 and 2 have to submit the documents under Art. 1 at the Ministry of Education and Science.
- (4) Candidates under Art. 10, Art. 1, para 3 are obligated submit the documents under Art. 1 in the respective receiving structural unit of MU – Sofia.
- Art. 12.** (1) The receiving structural unit, in which the approved candidates are enrolled, shall send to the Ministry of Education and Science the documents of the approved candidates under Art. 10, Art. 1, para 3 – citizens of countries for which a long-term visa is required in the Republic of Bulgaria as well as information on:

**Regulation for acquiring academic degrees and occupying academic positions
at the Medical University – Sofia**

1. personal details of every applicant – the passport names in Latin, date of birth, place of birth, nationality;
2. name of the doctoral degree programme, the professional field, the field of higher education, form and duration of study;
3. information on level of language proficiency and specialized training – degree of proficiency in Bulgarian, the name of the basic unit in which the training will take place, the duration of the training;
4. annual tuition fee for language education and specialized training;
5. number of the bank account of MU – Sofia, where the tuition fee or fees for the language and specialized training shall be transferred.

(2) The Ministry of Education and Science issues a Certificate of Acceptance for Applicants for education in the Republic of Bulgaria and notifies in writing the Ministry of Foreign Affairs and the Migration Directorate of the Ministry of Interior Affairs. The certificate is valid only for the academic year for which it was issued.

(3) Persons, applying under Art. 10, Art. 1, para 3, shall pay the tuition fees after having received a " D " visa and arrived in the Republic of Bulgaria.

Art. 13. (1) The Rector of MU – Sofia issues an order for enrollment of the approved candidates for PhD students under Art. 10, Art. 1, based on a decision of the FC of the receiving structural unit, indicating a form of training, a PhD student's supervisor, a topic of dissertation, a training base and a type of funding.

(2) The receiving structural unit, in which the approved candidates are enrolled, shall notify the Ministry of Education and Science of the enrolled PhD students under Art. 1 within 1 (one) month from the date of issue of the order.

III. Admission to PhD students – Bulgarian citizens or citizens of another Member State of the EU, of another country that is a member of the Agreement on the EEA or of the Swiss Confederation

Art. 14. (1) The procedures for admission of full-time and part-time PhD students for the places approved by the Ministry of Education and Science shall be opened by a decision of the respective AC for conducting a competition. The competition is published in the State Gazette and on the website of MU – Sofia on the same day of publication of the notice in the State Gazette.

The information about the competition shall be sent to the National Information and Documentation Center for publishing no later than 7 (seven) days following the decision to announce the competition by the AC.

(2) The candidates shall submit within two (2) months after publication of the notice in the State Gazette an application form for participation to the Head of the respective receiving structural unit attaching the following documents:

1. European format CV;
2. notary certified copy of a Master's degree diploma with the appendix or a certificate for successfully passed state examinations and a transcript of records;
3. copy of an employment contract – for the participants in the competition for the part-time doctorate;
4. other documents, certifying interests and achievements in the relevant scientific field.

**Regulation for acquiring academic degrees and occupying academic positions
at the Medical University – Sofia**

- (3) The submitted documents under Art.2 are registered in order of entry and according to the doctoral program in the administration of the respective receiving structural units.
- (4) Upon request for participation in doctoral competitions for more than one doctoral program or in two different forms of doctoral studies (full-time and part-time) under the same doctoral program, the classification shall be carried out according to the ordering of the disciplines, respectively the forms of the doctorate.
- (5) The competition under Art. 1 shall be conducted at least one (1) month after the expiration of the deadline for submission of documents under Art. 2.
- Art. 15.** (1) The admission of candidates for participation in the competition shall be carried out by a Steering committee, including the Head of the receiving structural unit, the Head of the basic unit offering the competition, a lecturer in the respective doctoral program and, if possible, a lawyer with the right to an advisory vote. A technical assistant is also appointed to assist the Committee's work. The Steering committee is appointed by an order of the Rector of MU – Sofia.
- (2) The Steering committee under Art. 1 shall examine the applicants' documents for compliance with the requirements of the LRADB, the Rules for its implementation and this Regulation as the Committee shall take a decision for admission within 20 (twenty) days after the deadline for submitting documents under Art. 14, para 2.
- (3) The technical assistant of the Steering committee under Art. 1 shall issue notification letters within the term under Art. 2, on behalf of the Head of the receiving structural unit to the candidates for the results of their admission to the competition, as well as the reasons for non-admission of candidates.
- (4) Candidates who are admitted shall be informed of the date and time of the exams, and the notification shall contain a syllabus for a PhD Entrance Exam and a syllabus for a foreign language proficiency exam. The notification shall be sent at the latest one (1) month before the date of the first examination.
- Art. 16.** (1) Candidates not admitted to the competition may make an objection within 7 (seven) days term after the date of the notification under Art. 15, para 3, to the Head of the receiving structural unit.
- (2) The Head of the receiving structural unit shall assign a new Committee of three persons – habilitated persons and, if possible, a lawyer with the right to advisory vote, to pronounce a statement on the objection. On the basis of the report of the Commission, the Head shall take a final decision within 10 (ten) days term after the objection. The final decision shall be sent within the same period to the applicant submitting the objection.
- Art. 17.** The competition includes a PhD entrance exam and a foreign language proficiency exam, conducted in a language selected by a candidate.
- Art. 18.** The syllabus for a PhD entrance exam shall be prepared at the Department/ Clinical Center that offers the doctoral study and shall be confirmed by the Head of the accepting structure unit.
- Art. 19.** (*amend. – Decision of the AC from 23/04/2019*) The syllabus for the foreign language proficiency exam, in a language selected by the candidate, shall be prepared in the Department for language training and sports (DLTS) at MU – Sofia and approved by the head of the Department.

**Regulation for acquiring academic degrees and occupying academic positions
at the Medical University – Sofia**

- Art. 20.** (1) (*amend. – Decision of the AC from 23/04/2019*) On the suggestion of the Department, requesting the doctoral study, the Head of the receiving structural unit appoints by an order a Steering committee to conduct of the competition for each doctoral study.
(2) The Committee under Art. 1 includes: three habilitated professors in the scientific field, corresponding to the doctoral program, or relevant PhD-level doctors. It is permissible for one of the members to have a related academic major but he has to be a habilitated or a PhD. The organization of the PhD Entrance Exam shall be carried out by the technical assistant appointed by the order under Art. 1.
- Art. 21.** (1) (*amend. – Decision of the AC from 23/04/2019*) The head of DLTS appoints Committee to carry out the foreign language proficiency exam.
(2) The Committee under Art. 1 is a three-member one and may also be composed of non-academic lecturers.
- Art. 22.** (*amend. – Decision of the AC from 23/04/2019*) The departments to which the doctoral studies belong inform the DLTS in writing form the following: date of exam, number of applicants and needed foreign languages, at least 15 (fifteen) days before the date appointed for the foreign language proficiency exam.
- Art. 23.** (1) The foreign language proficiency exam shall be held no later than 7 (seven) days Term after the date of the PhD entrance exam.
(2) (*amend. – Decision of the AC from 04/23/2019*). The Head of DLTS provides needed organization of the foreign language Proficiency exam.
- Art. 24.** (*amend. – Decision of the AC from 04/23/2019*). After the PhD entrance exam, all the Chairmen of the Steering committees shall orally inform the applicants about the results. The Head of the DLTS shall be informed in writing form of the successful passing the PhD entrance exam in order to ensure timely the organization of the foreign language proficiency exam.
- Art. 25.** (1) The PhD entrance exam shall be conducted under conditions of full anonymity, guaranteed by the Chairperson of the Committee, and consists of written and oral examination with two separate marks (with an accuracy up to 0, 25) by the members of the Committee.
(2) In order to conduct the written examination, the Committee shall provide a certain number of white papers to each candidate, stamped and signed by the technical assistant, indicating the room where the written PhD entrance exam is carried out. Extra white sheets are assigned to each candidate.
- Art. 26.** (1) The written and oral PhD entrance exams shall be held on the same day.
(2) For two or more candidates, the examination shall take place within 2 (two) consecutive days. If the exam is held on a single day, the candidates shall be informed orally of the results of the written examination on the same day immediately before the oral examination. When the exam is held in 2 (two) days, candidates are notified of the results on the second day immediately before the oral exam. The results of the examination shall be communicated in accordance with Art. 24.
- Art. 27.** An oral examination shall be open to candidates who have received at least a very good 4.50 mark. Successful candidates are those who have received an average mark of at least very good 5.00 mark for the both written and oral examination.
- Art. 28.** (1) Only candidates who have successfully passed the PhD entrance exam shall be admitted

**Regulation for acquiring academic degrees and occupying academic positions
at the Medical University – Sofia**

to the foreign language proficiency exam. The candidates who have received a mark not less than 4.00 (with an accuracy up to 0, 25) are successfully passed.

(2) Within 1 (one) day after the end of the foreign language proficiency exam, the Chairpersons of the Steering Committees shall notify in writing the candidates and the Head of the respective structural unit about the results.

Art. 29. The results of the both PhD entrance exam and foreign language proficiency exam shall be communicated orally and individually to each candidate by the Chairperson of the Steering committee after the evaluation is finished.

Art. 30. (1) The candidates who have successfully passed the exams shall be ranked by the Steering Committees. Within 7 (seven) days term, the Chairperson of the Committee shall draw a written Protocol – conclusion on the ranking of the candidates, which includes the following data:

1. average success of the passed examinations during the studies, success of the state examinations and a higher education diploma or a diploma thesis;
2. scientific and scientific-applied research (if any);
3. analysis of the language proficiency for free use of scientific literature in a foreign language on the topic of doctoral study;
4. short biographical data.

(2) The written, within the term under Art. 1, Protocol – conclusion of the ranking of the candidates, signed by all members of the Steering committee, shall be provided to the FC to decide to enroll successful candidates in a doctoral study.

Art. 31. (1) The FC shall decide on the enrollment of the successful applicants. The decision shall also specify a scientific supervisor of every PhD student who shall be elected on a proposal of the basic unit, as well as the data under Art. 33. The scientific supervisor must be a habilitated person. In case of interdisciplinary of the doctoral thesis, another scientific supervisor of the PhD student shall be appointed. No more than 2 (two) supervisors shall be appointed to a PhD student.

(2) The decision of the relevant FC under Art. 1 for the enrollment of the successful applicants for PhD students is taken by explicit vote and simple majority of those present in a quorum.

Art. 32. (1) In the case of two candidates who have passed the exams with equal success and both are ranked in the same place, the FC shall take into account the average success of the passed exams during the studies, the success of the state exams, the higher education diploma, as well as, the presence of scientific or applied research (if any). The candidate with a higher number of votes shall be enrolled. If none of them is elected by the FC, a new call will be open.

(2) (*amend. – Decision of the AC from 23/04/2019*) Vacant PhD positions shall be transferred to other scientific disciplines in the relative academic year, by a decision of the AC, as the Departments making a proposal with the consent of the Head of the receiving structural unit.

Art. 33. Within 7 (seven) days term from the decision of the FC under Art. 31, the Heads of the receiving structural units send to the Department of “Science and Accreditation” of the MU – Sofia all needed documents for preparation of an enrollment order and the report of the meeting of the FC, which contains the following information:

**Regulation for acquiring academic degrees and occupying academic positions
at the Medical University – Sofia**

1. full name (by ID) of the person approved for doctoral study;
2. (*Amend. – Decision of the AC from 23/04/2019*) Department of the relevant doctoral study;
3. scientific field/scientific fields;
4. professional field;
5. doctoral programme;
6. topic of the doctoral thesis;
7. term and form of the study;
8. scientific supervisor.

Art. 34. Every candidate shall have the right to register an alert in accordance with Art. 145 for violations of the procedure, in accordance to the relevant deadlines.

Art. 35. Within 5 (five) days from the date of issue of the order for enrollment of a PhD student, the science sectors of the structural units of MU – Sofia shall send electronically to the Department of “Science and Accreditation” of MU – Sofia the information submitted to The Ministry of Education and Science on the status of enrollment PhD students.

Art. 36. The administration and control of changes in the status of a PhD student shall be carried out by the Unit “Science”, and the control – by the Department of “Science and Accreditation” of MU – Sofia.

Art.37. (1) Admission to PhD self-study shall be carried out without any examination over a whole academic year.

(2) (*amend. – Decision of the AC from 23/04/2019*) The candidates for PhD self-study shall present a project doctoral thesis in its main part and bibliography for discussion in the respective Department.

(3) The presented part of the doctoral thesis shall contain a literary review, conclusions, scientific hypothesis formulated, methodology and tasks for its proving, results of at least ½ of the tasks, publications and other scientific evidence.

Art. 38. (1) The candidates for PhD self-study shall present to the receiving basic unit a draft of dissertation thesis and bibliography, as well as the following documents:

1. application form;
2. European format CV;
3. notary certified copy of a diploma for acquired master's degree (with the appendix) in the relevant professional field of the doctorate study;
4. certificate of primary employment and a copy of a work book;
5. major part of the dissertation thesis represents not less than 2/3 of it;
6. list of scientific publications and scientific researches;
7. official note from an organization which shall assure the financing of the doctoral study and of dissertation defense (for self-study PhD students who are not on main employment contract in the main units of MU – Sofia or in a university medical institution contracted with MU – Sofia).

Art. 39. (*amend. – Decision of the AC from 23/04/2019*) The draft doctoral thesis and the bibliography shall be discussed by the DC in the presence of the applicant within 30 (thirty) days term of the submission of the documents to the basic unit. In case of a positive evaluation within 14 (fourteen) days after the discussion, the Head of the DC makes a written proposal to the Head of the host structural unit for the results of

the discussion and the opinion of the DC, which shall include:

1. applicant's full name (by ID);
2. form of study;
3. topic of dissertation thesis;
4. scientific field/fields of study;
5. professional field;
9. doctoral program;
10. scientific supervisor/consultant;
11. deadline for completion of the dissertation thesis (up to 3 years);
12. main place of work;
13. organization which undertakes the financing of a doctoral study and of dissertation defense (if any);

Art. 40. Based on the proposal under Art. 39, the Steering committee of the receiving structural unit at its meeting decides with a simple majority of the present members, with respect to the needed quorum, to approve: topic of the dissertation thesis, form of study, scientific field/s, professional field, doctoral program, study plan, scientific supervisor, term for completion of the dissertation thesis, main place of work and an organization that undertakes the financing of a doctoral study and of dissertation defense.

IV. PhD student enrollment at MU – Sofia

Art. 41. (1) The PhD student enrollment shall be done by order of the Rector and based on the following:

1. decision of the FC of the receiving structural unit containing any information under Art. 33 and Art. 40, para. 1;
2. invoice for a paid state tuition fee at the accounting office of the receiving structural unit (for the full-time and part-time PhD students); a personal financial statement or a written confirmation by the institution, which is responsible for covering the financial expenses for the research activity and expert evaluation of the dissertation thesis (for self-study PhD students who are not members of the academic staff of MU – Sofia);
3. document for employment and/or enrollment order for specialization under the CIA (for part-time PhD students and if any for self-study PhD students);
4. Letter of acceptance of the applicants for education in the Republic of Bulgaria, issued by the Ministry of Education and Science, a document for paid study tuition fee at the accounting of the respective faculty after receiving a " D " visa and arriving in the Republic of Bulgaria.

(2) The documents under Art. 1 shall be sent by the sectors “Science” to the receiving structural units in the Department of “Science and Accreditation” of MU to prepare an order for the enrollment of the approved PhD students within 20 (twenty) days term after the meeting of the FC of the host structural unit.

Art. 42. The Rector's Order shall contain:

1. full name (by ID) of the approved PhD student;
2. scientific supervisor/ consultant (full name, academic degree and academic position at MU – Sofia);
3. reason for enrollment;
4. form of study: full-time, part-time and self-study;

5. duration of the doctorate;
6. scientific field / scientific fields;
7. professional field/ professional fields;
8. doctoral program;
9. (*Amend. – Decision of the AC from 23.04.2019*) a basic unit (department, university hospital);
10. topic of dissertation thesis;
11. name of the institution that undertakes to cover the financial costs of the research and the expert evaluation of the dissertation thesis (for self-study PhD students).

Art. 43. The order under Art. 42 is served on:

1. through the Department of “Science” to the relevant structural units on:
 - copy for the Head of the receiving structural unit (for the PhD student's record book in the sectors “Science”);
 - copy for the Head of the basic unit;
 - copy for the scientific supervisor of the PhD student;
 - copy for the PhD student;
 - copy for the accounting department of the relevant faculty;
 - copy for the Director of the university hospital – for part-time and self-study PhD students working on an employment contract.
2. on the Department of “Science and Accreditation” of the MU – Sofia, for the PhD student's record book.

V. The training of PhD students

Art. 44. (1) The training of PhD students shall include the following activities:

1. research activity;
2. visiting and participating in courses (seminars and/ or other);
3. teaching and/or expert activity, participation in scientific forums (national and/or international);
4. doctoral minimum exams;
5. writing a doctoral thesis;

(2) The planning of activities for the doctoral study shall be carried out on the basis of the approved individual curriculum for each PhD student, in accordance with this Regulation.

Art. 45. (1) The training of PhD students shall be carried out on an individual curriculum and shall include preparation and passing of exams, pedagogical activity and defense of dissertation thesis.

(2) The individual syllabus under Art. 1 shall be prepared by a PhD student and her/his scientific supervisor which determines the direction of the doctorate. It consists of a common curriculum for the entire period of study and work schedule by years. The syllabus is prepared according to the model in Appendix 5, and it is approved by the DC within 2 (two) months from the date of issuing the order for enrollment of PhD student.

(3) The individual curriculum under Art. 1 contains the following components:

1. administrative information:
 - full name (by ID);
 - form of study;

**Regulation for acquiring academic degrees and occupying academic positions
at the Medical University – Sofia**

- period of training;
- scientific field / scientific fields;
- professional direction;
- doctoral program;
- (*Amen. – Decision of the AU from 23.04.2019*) Department – Training base;
- scientific supervisor/ consultant;
- schedule of all activities by year;
- number of the Rector’s order and date of PhD enrollment.

2. learning activity:

- visiting a particular cycle of lectures and exercises, participating in courses, seminars, conferences, and other public scientific activities;
- exams on the individual curriculum of an academic major and additional - appointed by the scientific supervisor in number, type and deadlines details (not later than the 24th month of doctoral studies), approved by the AC. Additional exams shall include a foreign language, computer literacy, research methodology – subject of dissertation thesis, or other topics relevant to the dissertation topic.

3. research activity:

- professional field;
- scientific field to which the subject of dissertation thesis belongs – medical-biological, medical-clinical, medical-social;
- (*Amen. – Decision of the AC of 23.04.2019*) a group of academic majors to which the level of dissertation thesis is concerned;
- topic of dissertation thesis;
- annotation of the topic;
- stages and deadlines for the preparation and defense of dissertation thesis.

- Art. 46.** (1) Within 2 (two) months from the date of enrollment, the PhD student shall submit to the DC her/his individual curriculum under Art. 45, para 3, in 4 copies for approval.
- (2) The approved under Art. 1 individual curriculum, together with a decision of the AC for its adoption, shall be submitted by the DC for coordination by the FC.
- (3) The approved under Art. 2 individual curriculum of a PhD student, accompanied by the decisions of the DC and of the FC for its adoption, shall be sent by administrative means to the Department of “Science and Accreditation” of MU – Sofia for approval by the Rector.
- (4) (*amend. – Decision of the AC from 23/04/2019*) A copy of the approved by the MU – Sofia’s Rector individual curriculum of a PhD student shall be deposited at the Department of "Science and Accreditation", and the other two copies shall be sent by the sector of “Science” to the respective receiving structural unit and its department. The fourth copy shall remain for the PhD student's record book in the sector of “Science” of the receiving structural units.
- (5) The FC of the receiving structural unit of the MU – Sofia, where a PhD student will be trained, annually certifies him under Art. 48.
- (6) A change of the thesis topic and of the scientific supervisor shall be allowed exceptionally, but no later than 3 (three) months before the date of the meeting of the

**Regulation for acquiring academic degrees and occupying academic positions
at the Medical University – Sofia**

basic unit for the preliminary discussion. The change is made by an order of the Rector of MU – Sofia, based on a decision of the FC on a proposal of the DC.

Art. 47. (1) Each PhD student takes his/her exam in accordance with his/her individual syllabus based on a report by his/her supervisor toward the Head of the receiving structure unit, before a committee of at least 3 habilitated persons and with the participation of the supervisor.

(2) (*amend. – Decision of the AC on 23/04/2019*) doctoral training in accordance with the approved individual plan in a foreign language takes place in the DLTS.

(3) The additional training on the modules of the curriculum "Methodology of the scientific research – subject of dissertation thesis" shall be carried out at the Faculty of Public Health (FPH) during the first year of doctoral studies, during non-working time. The exam shall be carried out by a commission appointed by the Rector at a proposal of the Dean of the FPH.

Art. 48. (1) PhD students shall be certified by the FC at the end of each academy year.

(2) (*amend. – Decision of the AC from 23/04/2019*) PhD students presented to the DC of the primary unit a Report on the activities approved by a scientific supervisor/consultant, and this report contains scientific part (reporting results) and results from the individual plan.

(3) A scientific supervisor shall give a written opinion to the DC of the primary unit, by filling in an attestation card, attached sample in Annex 6, with assessments on the individual indicators and final evaluation, based on a complex analysis of PhD students' activity, as uses the following rating scale:

1. very good – the fulfillment of the individual curriculum commitments exceeds the deadlines and the volume fixed in them;
2. good – the fulfillment of the commitments in the individual curriculum coincides with the deadlines and the volume fixed in them;
3. unsatisfactory – registered delays in the implementation of the individual curriculum commitments, which do not jeopardize successful completion of the PhD training within the deadline;
4. negative – a registered lag in the fulfillment of the commitments in the individual curriculum, which threatens the successful completion of the PhD within the deadline;

(4) A scientific supervisor and a PhD student jointly propose a concretization of the individual curriculum of the PhD student for the next year.

(5) The DC of the Primary unit shall adopt:

1. opinion on the implementation of an individual curriculum and evaluation of PhD student's activity;
2. proposal for final evaluation of the doctoral degree, based on the attestation card completed by the scientific supervisor/consultant;
3. proposal for specifying the individual curriculum for the following year;
4. recommendations for the further development of doctoral studies, recommending, as appropriate, the topic's specification or the replacement of the scientific supervisor.

(6) the proposal under Art. 5, para 2 and 3, shall be approved by the respective FC and shall be entered in the PhD student's attestation card, which shall be signed by the

**Regulation for acquiring academic degrees and occupying academic positions
at the Medical University – Sofia**

Chairperson of the DC of the receiving structural unit.

(7) Within 7 (seven) days from the meeting of the FC, the Head of the Department of “Science” of the respective structural units shall send by administrative order a set of the following documents in the Department of “Science and Accreditation” of the MU – Sofia for keeping in the PhD student's record book:

1. copy-statement of the decision for approval of the PhD student’s attestation assessment;
2. copy-extract of the decision of the DC;
3. attestation card, completed with the decision of the DC and signed by the Chairperson of the FC, which confirmed the final evaluation of a PhD student.

Art. 49. (1) In addition to the reporting of the indicators under Art. 48, full-time PhD students report their work at the end of each quarter, presenting to the Dean a report on the implementation of their individual curriculum, to which they attach:

1. report on the work done on the dissertation or the doctoral minimum, confirmed by their scientific supervisor and evidence;
2. report on teaching work, confirmed by the Head of the receiving structural unit.

(2) Based on the reports under Art. 1 the Dean presents his/her report to the Rector of MU–Sofia on a fulfillment of the requirements of the approved individual curriculum of full-time PhD students.

(3) The approved report under Art. 2 shall be presented:

1. through the sector of “Science” of the respective receiving structural unit: to the PhD student, to his/her scientific supervisor and for the PhD student's record book;
2. to the Department of “Science and Accreditation” of the MU – Sofia for the PhD student's record book.

Art. 50. (1) The scientific guidance of PhD students at MU – Sofia shall be assigned to a habilitated person.

(2) A scientific supervisor/ consultant shall be proposed by the DC of the basic unit, declaring the doctorate, approved by the respective FC and he is instituted by order of the Rector.

(3) The teaching activities of the staff engaged in scientific guidance and training of PhD students shall be determined in accordance with the Rules of Procedure of the MU – Sofia for each academic year.

Art. 51. The scientific supervisor/consultant has obligation to:

1. informs a Ph.D. student of the normative requirements on which the doctoral study is based, as well as his/her rights and obligations;
2. assists a PhD student in preparing an individual curriculum for work;
3. observes the strict and timely fulfillment of the tasks of the individual curriculum of a PhD student;
4. to be a member of the Committee, who holds the Ph.D. entrance exam;
5. supports the implementation of research on the dissertation topic;
6. submit annually by 30 May of the calendar year for discussion in the FC a plan account in sample form, in accordance with Annex 7, for the needed funding of a PhD student for the upcoming academic year, under Art. 81, para 2.

7. annually, at the end of each academic year, submit to the DC a report on the progress of the doctoral study and a proposal for the attestation of the PhD student according to a sample form in the Appendix 6.

Art. 52. (1) A scientific supervisor may be replaced by a decision of the relevant FC, by order of the Rector in the following cases:

1. due to the death of the person;
2. if there is a more than 3 months' absence due to illness, stay abroad or other legitimate reason;
3. failure to perform tasks due to illness, stay abroad, or other legitimate reason;
4. in case of a negative evaluation of a PhD student;
5. convicted by an effective sentence of "imprisonment" for deliberate crime
6. on a motivated personal request of the PhD student, admitted after examination and positive decision of the DC.

(2) The retiring of the scientific supervisor shall not be grounds for his/ her removal, if there are no other reasons for this.

VI. Rights of a PhD student

Art. 53. (1) The Ministry of Education and Science annually announces and carries out competitions for the sending of PhD students – Bulgarian citizens, for study abroad in a doctoral training under conditions stipulated in the intergovernmental agreements for educational, cultural and scientific exchanges, under certain conditions.

(2) Only full-time PhD students at MU – Sofia can apply for training under Art. 1.

(3) MU – Sofia receives any information from the Ministry of Education and Science and notifies the PhD students who continue their education under the terms of Art.1.

Art. 54. Each PhD student is given the following materials required for his/her training and research: chemicals, reagents, medicines, raw materials, consumables, experimental animals, information products, machine and statistical processing, clinical contingent, etc., which have been approved in order of Art. 81, para 2 (Appendix 7).

Art. 55. (1) A PhD student shall participate in the overall diagnostics and curative activity of the clinical base in which the doctoral study is carried out.

(2) The head of a clinic decides whether a PhD student should be responsible for up to 5 (five) hospital beds and to take to 2 (two) shifts a month, but only jointly with a member of the staff of the medical unit.

(3) The main part of the determined time for a PhD student's preparation is given to the implementation of the activities in the scientific and study plan;

(4) Full-time PhD students can take exercises on a proposal of the DC and after a decision of the FC, but only when they have successfully passed all exams on the individual curriculum and have a positive attestation after the first educational year.

Art. 56. (1) A PhD student shall be sent to any specializations, conferences, scientific forums, etc. in the country and abroad, but if the topic of these events is in line with the topic of his dissertation thesis and after a decision of the relevant FC.

(2) In the cases under Art. 1, the doctoral study shall not be interrupted, unless otherwise required by the report of a scientific supervisor and a decision of the relevant FC.

Art. 57. (1) A PhD student shall be included with fragments of his/her dissertation thesis in scientific teams developing research projects funded on a competitive basis.

(2) A PhD student has a right to apply individually for a competitive grant with his/her own research project, representing a fragment of his dissertation thesis, in the annual competition of MU – Sofia entitled "Young researcher".

Art. 58. (1) A change in the duration of a doctoral study (prolongation/renewal, interruption) shall be done under the following conditions:

1. prolongation/ renewal due to objective reasons without a right to a scholarship of up to 1 (one) year, based on a motivated report by a scientific supervisor and on a decision of the relevant FC. The decision of the FC and the accompanying documents of the PhD student shall be sent to the sector "Science" of the structural unit for the PhD student's record book and to the Department of "Science and Accreditation" of MU – Sofia for issuing an order for prolongation of the term by the Rector;
2. interruption due to: illness, specialization on the topic of dissertation thesis in the country or abroad, family and other legitimate reasons, for a term not longer than 1 (one) year and for motherhood up to 2 (two) years. It is carried out on the basis of an application form by a PhD student to the Head of the receiving structural unit and attached evidence, a positive resolution of the scientific supervisor and a decision of the FC. The decision of the FC and the accompanying documents of a PhD student shall be sent to the sector "Science" of the structural unit for the PhD student's record book and for the Department of "Science and Accreditation" of MU – Sofia for issuing an order by the Rector for interruption of the term;
3. Restoration of a doctorate under the procedure of Para 2 shall be done after submission of an application form by a PhD student in the sector "Science" of the training structural unit and after a collaboration with both the scientific supervisor/consultant and with the Head of the structural unit. The application form shall be sent administratively to the Department of "Science and Accreditation" at MU – Sofia, for issuing an order for restoration from the Rector of the MU – Sofia.

(2) The issued orders under Art.1 shall be served on:

1. through the sector "Science" of the structural unit for: copy for the PhD student, copy for the scientific supervisor and a copy for the PhD student's record book;
2. on the Department of "Science and Accreditation" of MU – Sofia: copy for the PhD student's record book.

Art. 59. (1) The defend right before graduating for a period of 1 (one) year shall be applied to PhD students of MU – Sofia, which: finished their training activities, have successfully passed exams from their individual curriculum, and are almost ready with their dissertation thesis.

(2) Under Art. 1, within 1 (one) month after the expiry of a doctoral study, the basic unit proposes to the FC that a PhD student to be successfully graduated with the right of defense. The FC decides under Art. 1 at its first meeting after the DC. The decision of the FC and the accompanying documents of the PhD student shall be sent to the sector "Science" of the structural unit for the PhD student's credit book and to the Department of "Science and Accreditation" of MU – Sofia for issuing an order by the Rector for successfully graduating with the right of defense.

(3) The issued order under Art.2 shall be served on:

**Regulation for acquiring academic degrees and occupying academic positions
at the Medical University – Sofia**

1. through the sector “Science” to the structural unit: copy for the PhD student, copy for the scientific supervisor and a copy for the PhD student's record book;
2. on the Department of “Science and Accreditation” of the MU – Sofia: a copy for the PhD student's record book.

Art. 60. (1) Graduating without the defend right shall be applied for full-time, part-time and self-study PhD students who:

1. haven't paid the tuition fees for a doctoral study.
2. haven't fulfilled their commitments on the individual curriculum and have not passed the examinations required;
3. have two consecutive negative assessments of the academic year's attestation;

(2) Graduating under Art. 1 is made on the basis of: a negative report by the scientific supervisor to the Head of the primary unit, a decision of the primary DC, a report by the Head of the basic department, accompanied by a protocol from of DC and a decision of the FC. The decision of the FC and the accompanying documents of a PhD student shall be sent to the sector “Science” of the structural unit for the PhD student's record book and to the Department of “Science and Accreditation” of MU – Sofia for issuing an order for graduating of the PhD student without defend right.

(3) The issued order under Art. 2 shall be served on:

1. through the Department of “Science” to the structural unit for: a copy for the PhD student, a copy for the scientific supervisor and the PhD student's record book;
2. on the Department of “Science and Accreditation” of MU – Sofia: a copy for the PhD student's record book.

Art. 61. (1) Full-time PhD students at MU – Sofia have the right to change their form of study on the basis of: application to the Head of the training structural unit, enclosed copy of their employment contract, approval from their scientific supervisor/consultant, and a decision of the respective FC. The decision of the FC and the accompanying documents shall be sent administratively to: sector “Science” of the structural unit for the PhD student's credit book and to the Department of “Science and Accreditation” of MU – Sofia in order to issue an order by the Rector for change of the form of training from full-time to part-time or self-study.

(2) The issued order under Art.1 shall be served on:

1. through the sector “Science” of the structural unit: copy for the PhD student, copy for the scientific supervisor and a copy for the PhD student's record book;
2. on the Department of “Science and Accreditation” of MU – Sofia: a copy for the PhD student's record book.

Art. 62. PhD students of MU – Sofia have the right to apply in another HEI or scientific organization in the Republic of Bulgaria or abroad, without returning the received scholarships, under the following conditions:

1. proven valid reasons;
2. positive opinion of the scientific supervisor and a decision of the FC.

Art. 63. (Rev. A – Decision No. 33.3 of the AC of 23.10.2018)

Art. 64. (1) A PhD student shall be removed from MU – Sofia under the following conditions:

1. providing false data on the basis of which a PhD student was enrolled at MU – Sofia;

2. systematic failure to fulfill his/her obligations under the curriculum and the PhD student did not take the exams on the individual curriculum by a given deadline without objective reasons (sickness, maternity, specialization abroad, etc.); he/she didn't fulfill his/her tasks in the dissertation thesis within the terms defined by the individual plan; he/she didn't attend the courses, lectures, seminars, etc., without any objective reasons and etc.;

3. sentencing to imprisonment for a committed intentional crime of a general nature;
4. he/she didn't pay student's fees under Art. 41, para 1, item 2.

(2) The issued order under Art.2 shall be served on:

1. through the sector "Science" of the structural unit: copy for the PhD student, copy for the scientific supervisor and a copy for the PhD student's record book;
2. on the Department of "Science and Accreditation" of MU – Sofia: a copy for the PhD student's record book.

(3) The removal under Art. 1 shall be carried out by an order of the Rector on the basis of: report by the scientific supervisor, report by the Head of the basic unit, Protocol of the DC of the basic unit and a decision of the FC. The decision of the FC and the accompanying documents shall be sent to the sector "Science" of the structural unit for the PhD student's record book and to the Department of "Science and Accreditation" of MU – Sofia for issuing an order by the Rector. The order shall be served on whom it may concern under Art.2.

(4) (*Amen. – Decision No. 33.4 of the AC from 23.10.2018*) A removed PhD student on the grounds of Art. 64, para 1, item 1 and item 3, shall return 100% (full sum) of his/her received scholarships and other expenses related to his/her training to the respective department of MU – Sofia.

Art. 65. The removed PhD students under Art. 58, para 1, item 2, shall not be granted the rights under Section VI "Rights of a PhD student" of this Regulation.

Art. 66. Full-time PhD students use a vacation up to 30 (thirty) calendar days within 1 (one) calendar year after obtaining a written permission from his/her scientific supervisor. All the information shall be kept in the PhD student's record book.

VII. Obligations of the PhD student

Art. 67. A PhD student is obliged to:

1. be prepared according to the approved individual curriculum under Art.45 for preparation and passing of exams, pedagogical activity and defense of dissertation thesis;
2. be attested annually in accordance with Art.48.

Art. 68. An enrolled PhD student shall be obligated to:

1. implement his/her individual curriculum within the term, approved under Art. 46, para 1.
2. attend the lectures, courses, seminars and other classes planned for him;
3. pass successfully the specified examinations in the individual curriculum no later than the 24th month of his/her doctoral study (for all forms of study);
4. present copies of protocols for successfully passed exams in the individual curriculum in the Department of "Science" of the respective receiving structural unit. The sector "Science" shall administratively send a copy of the submitted protocols for

information to the PhD student's record book in the Department of “Science and Accreditation” of MU – Sofia.

Art. 69. (*amend. – Decision of the AC from 23/04/2019*) The part-time PhD students shall spend at least sixty (60) working days during the academic year at their department.

Art. 70. From the date of enrollment, a self-study PhD student acquires the rights and obligations as a part-time PhD student.

Art. 71. At the end of each academic year, a PhD student presents to the DC his/her testimonial and an evaluation report of his/her scientific supervisor on the progress of the doctoral study.

VII. Opening procedure for the Dissertation Defense

Art. 72. (1) A PhD student goes to the dissertation defense for awarding the educational and scientific degree "PhD" only after he/she meets the minimum national requirements, as well as the requirements of this Regulation.

(2) A PhD student acquires the right to defense after the completion of the training activities, successful passing of the examinations specified in the individual curriculum, and with the prepared dissertation thesis and the supporting documents under Appendices 3 and 4.

(3) A PhD student presents a final version of the dissertation thesis of his/her scientific supervisor, shaped in form and volume according to Appendix 2 and which contains: title; page; content, introduction; exhibition; conclusion – a summary of the results obtained with a declaration of originality and bibliography. Within 1 (one) month, the supervisor shall give a written ruling on the preparedness for the dissertation defense.

(4) In the case of a positive evaluation under Art. 3 (the thesis has enough results), the scientific supervisor proposes to the DC to initiate and conduct a preliminary discussion procedure (internal Dissertation defense) within 30 (thirty) days term after the date of its written pronouncement under Art.3.

(5) In the case of a negative evaluation of the scientific supervisor, as well as in the absence of the timely taken decision under Art.3, a PhD student shall refer the matter to the DC of the basic unit, and the DC shall give final judgment on the preparedness for defense.

(6) The procedure for preliminary discussion (internal Dissertation defense) shall be carried out before the DC of the basic unit.

(7) When conducting the preliminary examination procedure (internal Dissertation defense), the applicant submits his dissertation thesis and a draft of an Autoreferate for discussion at the Department at least 30 (thirty) days before the date of the scheduled meeting of the DC of the basic unit. An internal dissertation defense ends with a decision of the DC on the readiness of the PhD student to defend his/her dissertation thesis before a scientific jury. In case of a positive decision, the DC discusses and makes a proposal for the composition of the scientific jury. The scientific supervisor and the PhD student are required to participate in the discussion for the jury composition and shall offer nominations for its membership.

(8) The Head of the basic unit (department) shall submit a report to the Head of the receiving structural unit (faculty) on the decisions taken under Art. 7, within 2 (two) weeks term after the date of the internal Dissertation defense.

**Regulation for acquiring academic degrees and occupying academic positions
at the Medical University – Sofia**

(9) On the basis of the proposal under Art.7 and the report under Art.8, the FC not later than 1 (one) month shall appoint a scientific jury, its technical assistant and a date of dissertation defense.

Art. 73. Based on the decision under Art. 72, para 9, the FC makes a proposal to the Rector of the MU – Sofia for approval of a composition of the scientific jury as well as a date of the dissertation defense.

(2) On the basis of the proposal under Art.1, within 7 (seven) days period the Rector issued an order to approve the composition of the scientific jury, its technical assistant and the date of the public defense.

(3) Within 7 (seven) days period after the date of the order under Art.3 shall be served on:

1. through the sector “Science” of the structural unit: copy for the PhD student, copy for the scientific supervisor, copy for the PhD student's record book, and a copy for the technical assistant for serving the orders of the members of the scientific jury within 3 days;
2. on the Department of “Science and Accreditation” of MU – Sofia: for the PhD student's record book.

Art. 74. (1) A PhD student shall submit 5 (five) sets of documents – 1 (one) original and 4 (four) copies identical to the original, within 30 (thirty) days after a positive decision of the Chairperson on the readiness for dissertation defense, in the relative sector “Science”, as following bellow:

1. printed and bound book of the Dissertation;
2. Autoreferate shaped according to the requirements set out in Annex 8;
3. transcript of the Protocol of the meeting of the DC with the positive decision about the readiness to defend;
4. official note from the accounting department of the relevant faculty or of a sponsoring organization (for self-study and part-time PhD students) to cover the costs of the dissertation defense procedure;
5. European format CV signed by the PhD student;
6. copy of the master's degree and other qualification enhancements (if any);
7. documents for participation in scientific projects;
8. list of publications and participation in scientific forums with the PhD student's signature;
9. documents for participation in scientific forums (congresses, conferences, etc.);
10. other documents (if any – patents, enforcement orders, etc.);
11. reference to the citations of the dissertation publications (if any).

(2) To the submitted under Apr.1 documents, the sector “Science” of the respective faculties shall attach ex officio 5 (five) identical copies of the PhD student’s record book, certified with the "True to the original" stamp, containing a copy of an enrollment order, order for graduating with the right of defense, and protocols of the exams taken on the curriculum. The five sets of documents shall be provided for the members of the scientific jury.

VIII. Acquiring the educational and scientific degree "PhD"

Art.75. (1) An educational and scientific degree "PhD" shall be awarded to persons with Master's degree, covering the minimum national requirements, after fulfilled a doctoral study and

**Regulation for acquiring academic degrees and occupying academic positions
at the Medical University – Sofia**

a successful dissertation defense, under the terms and conditions of the LDASRB, RGILDASRB² and *this Regulation*.

(2) A scientific jury consists of five habilitated persons in the respective accredited professional field or scientific field on the subject of the dissertation. At least one of the members shall be a professor. At least three of the members of the jury shall be external to the MU – Sofia. The scientific supervisor shall not be a member of the jury. It shall have two reserve members – habilitated persons, one of which shall be external to MU – Sofia, and one of them shall be a full member of the jury in the absence of a holder.

(3) Within 14 (fourteen) days period after the date of the order for appointment of the scientific jury under Art.1, the Jury shall hold its first session in which an internal member – a person with academic position at MU – Sofia, shall be elected as Chairman. The members of the Jury shall sign a declaration of non-conflict of interest pursuant to Art. 5, para 4.

Art. 76. (1) (*amend. – Decision of the AC from 23/04/2019*) The members of the Jury shall draw two reviews and three opinions. One of the reviews shall be prepared by an external for MU – Sofia member of the Jury. The reviews and opinions shall have a positive or negative evaluation and shall pass along with the dissertation defense materials (except for the Autoreferate) to the respective department within 3 (three) months period after the appointment of the scientific jury.

(2) The reviews, opinions and the abstract of the dissertation shall be published on the website of MU – Sofia in 1 (one) month term before the date of the public dissertation defense.

(3) The materials under Art.2, which contain classified information, are not published on the web site of MU – Sofia and in this case the meetings of the scientific jury under Art. 77, para 1 and 2 are closed.

Art. 77. (1) The scientific jury shall hold a public dissertation defense for the acquisition of the educational and scientific degree “PhD”, within 1 (one) month term after the publication of the Autoreferate, the reviews and the opinions, at a date appointed by the Rector of MU – Sofia.

(2) At the public dissertation defense under Art.1:

1. the Chairman of the scientific jury presents the PhD student;
2. the PhD student makes a short presentation of the main results of the dissertation thesis;
3. the Chairperson of the Scientific Jury presents the reviews and opinions of the Scientific Jury;
4. the members of the jury and all the persons present may ask questions and make speeches;
5. each member of the scientific jury shall publicly announce its evaluation – positive or negative;
6. the Chairman of the scientific jury announces the outcome of the dissertation defense.

² The Regulations govern the **implementation** of the **Act** for the **Development** of the **Academic Staff** in the **Republic of Bulgaria**

**Regulation for acquiring academic degrees and occupying academic positions
at the Medical University – Sofia**

(3) A dissertation thesis successfully defended by a PhD student shall receive three or more positive evaluations.

(4) A dissertation thesis unsuccessfully defended shall be returned for further processing. The decision of the scientific jury may be disputed before the respective FC.

(5) If the applicant submits a request, no later than 1 (one) year term after the unsuccessfully defended dissertation, a new dissertation defense procedure shall be initiated under Art. 72. The second dissertation defense procedure shall be a final one.

Art. 78. (1) The academic and scientific degree "PhD" shall be acquired from the day when the dissertation thesis is successfully defended.

(2) The educational and scientific degree "PhD" shall be certified by a diploma, which shall be issued in Bulgarian language in a uniform format, approved by the Minister of Education and Science, and at the request of the person, the diploma shall be issued in English too.

(3) The diploma under Art.2 is prepared by the respective structural unit of MU – Sofia, after which it is sent to the Department "Science and Accreditation" within 7 (seven) days period. The same shall be sent to the MES³ through NCID⁴ for registration within 3 (three) days term after its issuance.

(4) The Head of the receiving structural unit of MU – Sofia shall send to the NCID a copy of the dissertation papers and the Autoreferats on paper and in electronic form, as well as any information about the awarded diplomas for the acquired educational and scientific degree "PhD", within 14 (fourteen) days term after the date of issue of the diploma. It shall be attached the following documents for each procedure:

1. cover letter in a free text that contains information about the author's full names, title of the dissertation, scientific field and the professional field. The cover letter appoints out a contact person from the receiving structural unit who has provided the requested information.

2. copy of the diplomas of the persons who have acquired the educational and scientific degree "PhD".

3. completed information cards for the defended dissertation in Bulgarian and English on electronic (in doc. format) and on paper.

4. dissertation and Autoreferat on CD/DVD in electronic format (pdf. or doc.) and on paper.

(5) All the electronic information under Art.4, para 3 and 4, for the defended dissertation of a Bulgarian citizen, as well as a copy of the dissertation thesis and a copy of the unpublished Autoreferate, shall be sent by the Heads of the receiving structural unit to the National Library "St. St. Cyril and Methodius ", and an electronic version of the dissertation and Autoreferate in pdf. format shall be sent to the Central Medical Library of MU – Sofia.

Art. 79. (1) The acquired abroad educational and scientific degree "PhD" shall be recognized by MU – Sofia in accordance with the normative acts and international treaties to which

³ Ministry of Education and Science

⁴ National Center for Information and Documentation

**Regulation for acquiring academic degrees and occupying academic positions
at the Medical University – Sofia**

the Republic of Bulgaria is a party. The recognition shall be made by a scientific committee appointed by the order of the Rector, according to the minimum national requirements and the requirements of MU – Sofia.

(2) For the recognition of degrees received abroad the interested persons shall submit to the respective structural unit:

1. application to the Head of the receiving structural unit of MU – Sofia for recognition of the acquired scientific degree;
2. copy of a diploma (with appendixes) for a Master's degree awarded by an accredited HEI⁵;
3. copies of Autoreferate, dissertation thesis and publications;
4. diploma for acquired educational and scientific degree "PhD", awarded by an accredited HEI or by a scientific organization (state body), in original and officially certified translation into Bulgarian;
5. evidence of compliance with the minimum national requirements and the requirements of this Regulation;

(3) A Scientific committee shall consist of at least 5 (five) persons with academic rank and, if possible, a lawyer with the right to an advisory vote, who shall assess the conformity of the diploma with the normative acts and international treaties to which the Republic of Bulgaria is a party.

(4) The Rector by an order shall confirmed the composition of the Scientific committee (appointed by the DC in the respective field and major) and the choice of its technical Assistant, within 1 (one) month term after the submission of the documents under Art.1 for the recognition of an educational and scientific degree acquired abroad. The proposal of the FC is accompanied by a draft order for the appointment of a Committee.

(5) The meeting of the Scientific Committee shall be held within 1 (one) month term after the Rector's order under Art.4. The Scientific Committee shall take a decision on recognition or denial of recognition by open ballot and simple majority.

(6) The Chairperson of the Scientific Committee shall draw up a summary report on the taken positive or negative decision within 7 (seven) days term after the meeting and shall send it to the AC with a proposal for recognition or a denial of recognition of the acquired abroad educational and scientific degree "PhD", and the decision shall be signed by all members.

(7) The candidates for recognition of the educational and scientific degree acquired abroad shall be informed in writing by the Committee under Art.4, for the decision of the AC within 14 (fourteen) days term after the date of the meeting.

(8) A document for recognition of the educational and scientific degree acquired abroad "PhD" shall be issued by the Rector of MU – Sofia within 1 (one) month term after the decision of the AC, in a uniform form, approved by the Ministry of Education and Science. A copy of this document shall be sent to the Ministry of Education and Science within 3 (three) days period, a copy for the sector "Science" of the respective faculties, and a copy to the Department of "Science and Accreditation".

⁵ Higher Education Institution

**Regulation for acquiring academic degrees and occupying academic positions
at the Medical University – Sofia**

(9) The document under Art.8 shall be issued in Bulgarian language and on request, it shall be issued in English.

(10) The Head of the receiving structural unit of the MU – Sofia shall send to the NCID all the information under Art.78, para 4: recognized dissertations and Autoreferates on paper and electronically, as well as a copy of the issued document for recognition of the acquired abroad educational and scientific degree "PhD", within 14 (fourteen) days term after the date of issue of the document.

(11) The electronic information under Art.10, for the defended dissertation of a Bulgarian citizen, as well as a copy of the dissertation thesis and a copy of the unpublished Autoreferate, shall be sent by the Heads of the receiving structural unit to the National Library "St. St. Cyril and Methodius ", and an electronic version of the dissertation and Autoreferate in pdf. format shall be sent to the Central Medical Library of MU – Sofia.

IX. Financial and material-technical support

Art. 80. (1) The faculty, which opens the doctoral degree's positions, shall provide the material equipment and shall pay the costs of enrollment, training and dissertation defense of the full-time and part-time PhD students, subsidized by the state in accordance with the differentiated standards for the training of PhD students by the Council of Ministers.

(2) External organizations interested in the results of the respective dissertation thesis may provide the PhD students with the facilities and resources necessary to support them.

Art.81. (1) The funds for the financial and material provision of a dissertation thesis, including the costs of binding and printing of Autoreferats, invitations, etc., shall be approved annually by the Rector of MU – Sofia, by type of expenses – expenses for maintenance of the training and socio-household expenses, within the budget of the respective faculty.

(2) The financing of the experimental work for each dissertation shall be carried out according to separate annual plan approved by the Rector of the MU – Sofia within the budget of the respective faculty.

Art. 82. (1) Depending on the way of financing the PhD students are:

1. state form of training – for Bulgarian citizens and citizens of the EU and EEA countries – a regular form of training in which a PhD student receives a state scholarship and the educational and research process is financed by the state subsidy of the MU – Sofia.

2. paid form of training – for Bulgarian citizens and citizens of the EU and EEA – a regular form of education in which a PhD student does not receive a state scholarship and pays by himself/herself or through sponsors a fee for his / her training and research.

(2) In case that the MU – Sofia has received an "very good" or "good" grade under institutional accreditation, the University has a right to undergo paid forms of training under Art.1, para 2, in educational and scientific degree "PhD" in the scientific majors received under the accreditation a "very good" grade, under the conditions set out in this Regulation, and with a contract between MU – Sofia and a PhD student. This right shall be used by those who have a success of no less than "very good (4,50)" on the PhD entrance exam.

**Regulation for acquiring academic degrees and occupying academic positions
at the Medical University – Sofia**

Art. 83. (1) A tuition fee for paid doctorate according to Art. 21, point 5 of the HEA, shall be determined annually by the AC of MU – Sofia according to the following methodology:

1. for the first year of study a PhD student pays the following fee: 1 (one) month equivalent to 2 minimum wages (X) multiplied by 11 months and the equivalent of 22 minimum wages is paid;

2. for the second and subsequent years – the fee paid by a PhD student for the first academic year is indexed by a coefficient equal to the official annual inflation index for the respective calendar year declared by the NSI⁶.

(2) The tuition fees under Art.1 shall be submitted to the respective faculty, every 6 months, as the first tuition fee shall be paid not later than 15 (fifteen) days after the date of the approval by the FC.

Art. 84. (1) Funds for research on a dissertation topic and an individual training according to a plan for the upcoming academic year shall be approved by the FC upon proposal of the Heads of departments, in agreement with the chief accountant of the receiving structural unit.

(2) Up to 30 (thirty) June of every calendar year the secretaries of the FC shall present in the accounts of every structural unit a plan account according to the model for needed expenses concerning the preparation and research work of students for the upcoming academic year.

(3) The plan-account under Art.2 is approved in advance by the scientific supervisor and for PhD students funded by external organizations – and by the Head of the relevant organization.

Art. 85. The language or computer literacy training, for which additional exams are required, shall be paid as follows:

1. for full-time and part-time PhD students – 10% of the state tuition fee, determined by the Council of Ministers and submitted to the training structural unit, is transferred from the structural unit to the organization conducting the additional training;

2. for self-study PhD students – at their own expense or from an external financing organization. For members of the academic staff at MU – Sofia, they are provided within the framework of the funds from their budgets.

Art. 86. The training under the program "Methodology of the scientific research – subject of dissertation thesis" shall be paid by the PhD students.

Art. 87. Funds for the reviewing the dissertation thesis of the full-time and part-time PhD students shall be provided within the framework of the own budgets of the faculties to the MU – Sofia.

Art. 88. (*amend. – Decision of the AC from 23/04/2019*) The funds for reviewing the dissertation of a self-study PhD student (members of the academic staff at MU – Sofia) shall be paid with means from the structural units at MU – Sofia, and for PhD students from Medical College "J. Filaretova, Branch - Vratsa and from the DLTS – with means from their own budgets.

Art. 89. The funds for reviewing the dissertation of a self-study PhD student (not member of the academic staff) shall be provided by an external funding organizations and/or by the PhD student himself.

⁶ National Statistical Institute

**Regulation for acquiring academic degrees and occupying academic positions
at the Medical University – Sofia**

- Art. 90.** (1) The PhD students shall pay in the respective faculties tuition fees, the amount of which shall be approved annually by the Council of Ministers.
- (2) Persons with dual citizenship, one of which is Bulgarian, shall pay half of the amount determined under Art.1, when they have applied and have enrolled under conditions and by an order determined by the Council of Ministers.
- (3) PhD students – citizens of the Member States of the EU and of the EEA, pay tuition fees for their education under the terms and conditions available for the Bulgarian citizens.
- (4) Bulgarian citizens living outside the Republic of Bulgaria shall pay the tuition fees for their education under the conditions and according to the procedure available for the Bulgarian citizens, unless otherwise provided in an international agreement.
- (5) The tuition fees under Art.1 shall amount to 30% of the determined fee by the Council of Ministers for the training of foreign nationals in cases where it is duly certified that the person is of Bulgarian nationality.
- Art. 91.** The scholarship funds shall be planned in the budget of the respective structural unit of MU – Sofia in which a PhD student is trained and those funds are paid in the respective unit.
- Art. 92.** Under the terms and conditions specified by the law, every PhD student is entitled to receive a financial credit for the payment of tuition fees and student’s maintenance.