

REGULATIONS ON THE CONDITIONS AND ORDER FOR ACQUIRING SCIENTIFIC DEGREES AND FOR HOLDING ACADEMIC POSITIONS IN IGIC - BAS

Chapter One

GENERAL

Art. 1. (1) These Regulations define the conditions, the order and the requirements for the application of the Act for the development of the academic staff in the Republic of Bulgaria (ADASRB) in IGIC-BAS and the procedures for admission and training of doctoral students, for acquiring scientific degrees, for approval of scientific degrees obtained abroad and for holding academic positions. The present Regulations are coordinated with the Regulations for implementation of the Act of Academic Staff Development in the Republic of Bulgaria adopted by the Council of Ministers (in force since 06.07.2018) and with the Regulations on the terms and conditions for acquiring scientific degrees and holding academic positions in BAS (in force since October 29, 2018).

(2) IGIC in its activities for the development of the academic staff shall be guided by:

1. The Act on the Development of the Academic Staff in the Republic of Bulgaria, the Law on the Bulgarian Academy of Sciences and the Law on Higher Education;

2. The Regulations for application of the Act for the development of the academic staff in the Republic of Bulgaria;

3. The Statute of BAS;

4. The Regulations for the conditions and the order for acquiring scientific degrees and for holding academic positions in BAS;

5. Requirements, conditions, rules and decisions of the Scientific Council (SC) of IGIC.

(3) In case of contradiction between the different acts, the legal act of higher rank according to para. 2 shall have priority;

(4) The SC of IGIC may also issue additional requirements to the candidates;

(5) The SC of IGIC shall adopt requirements, conditions, rules and decisions in which it shall determine:

1. The conditions and the order for opening academic positions;

2. Specific additional requirements for holding the academic positions of “Assistant”, “Chief Assistant”, “Associate Professor” and “Professor” and for admission to the defense of a dissertation;

3. The conditions and the order for transfer from an academic position to the same or to a corresponding academic position from another higher school or scientific organization, including from other European countries, without competition and election by decision of the SC of IGIC;

4. The rules for determining the research workload in IGIC;

5. The rules for the work of the scientific juries;

6. The conditions and the order for submitting documents for defense of a dissertation for acquiring the degrees “Doctor” and “Doctor of Sciences”.

Art. 2. (1) The procedures for admission of full-time and part-time doctoral students, as well as for holding academic positions in the professional fields and specialties accredited by the National Agency for Evaluation and Accreditation (NAEA) shall be opened by a decision of the Scientific Council following a proposal by the Head of laboratory and the Director of IGIC. The competition is announced in the State Gazette and on the websites of BAS and IGIC. Information on competitions for admission of full-time and part-time doctoral students, as well as for holding academic positions is sent to the National Center for Information and Documentation (NACID) for publication no later than 7 days after the decision to announce the competition by the Scientific Council.

(2) The candidates shall submit documents according to the conditions and the order, determined in the Act for the development of the academic staff, the Regulations for its application and these

Regulations in the term determined in the announcement which is within two months after the announcement.

Art. 3. (1) The evaluation of the dissertation works for acquisition of scientific degrees and of the candidates for holding the academic positions “Chief Assistant”, “Associate Professor” and “Professor” shall be carried out by scientific juries. The members of the Scientific jury for each specific procedure are approved by the Scientific Council on the proposal of the Colloquium for a dissertation work or by the Head of the respective laboratory for an academic position. The Scientific Council shall appoint a Secretary for the administrative service of the scientific juries.

(2) The proposed by the order of para. 1 members of the Scientific jury shall be appointed by an order of the Director.

(3) The members of the Scientific jury shall be paid a remuneration, determined by an order of the Director.

(4) The evaluation of a dissertation work and of the candidates for holding the academic positions "Chief Assistant", "Associate Professor" and "Professor" shall be performed only for persons, who meet the respective minimum requirements of BAS and the additional requirements of IGIC.

(5) The assessment of compliance with the minimum and additional requirements, as well as the assessment of a dissertation work and of candidates for academic positions "Chief Assistant", "Associate Professor" and "Professor", including results, scientific contributions and originality of the submitted papers, is performed by a Scientific jury.

(6) As members of the Scientific jury, Bulgarian citizens - habilitated persons and/or established foreign scientists in the respective scientific field, and if possible - also in the respective professional field and specialty shall be elected. In case of interdisciplinarity of the announced competition or topic of the dissertation, at least one member of the jury must be from another professional field to which the announced competition or topic of the dissertation is relevant. The election is carried out by two separate groups - external and internal members for IGIC. When selecting a Scientific jury, one reserve member from each separate group is determined.

(7) The members of the Scientific jury must meet the respective minimum national requirements under Art. 2b, para. 2 and 3 of the ADASRB.

(8) External members are persons who have not exercised scientific activity under an employment relationship with IGIC for at least five years before the date of approval of the Scientific jury.

(9) Each member of the Scientific jury shall establish with a declaration the circumstances under Art. 4, para. 5, items 1-4 of the ADASRB.

(10) As members of the Scientific jury under para. 1 may not be elected persons who have been members of a Scientific jury under the previous two consecutive procedures for defense of dissertation and/or for holding an academic position in the same professional field in IGIC, in cases where there is a sufficient number of habilitated persons in this professional field. The circumstance under this paragraph shall be established by an official note from IGIC.

(11) At a request to the Scientific Council of the candidate for acquiring a scientific degree or for holding an academic position, one member of the Scientific jury (SJ) shall be replaced by another of the respective quota in accordance with the procedure provided by law.

(12) No meetings of a reduced SJ shall be held. The refusal of a member of the jury to participate in a meeting for unjustified reasons or the refusal to sign the minutes shall be established by the signatures of the present members of the jury and shall not be ground for suspension of the procedure. In place of the member of the jury who refused to attend, the respective reserve member shall sit.

(13) At its first meeting the SJ shall elect one of its members as Chairman, shall take a decision for admission of the candidate for evaluation in accordance with the minimum and additional requirements and shall appoint from among its members reviewers for the admitted candidates.

(14) In case of non-observance of the term for preparation of the reviews the Scientific jury shall have the right to appoint a new reviewer among its members, and the first one shall not be paid

remuneration for preparation of a review.

(15) The decisions of the SJ shall be adopted by open vote and simple majority.

(16) In certain cases the discussion and the voting by the jury may be carried out by technical means.

(17) The members of a SJ for awarding a scientific degree must not be co-authors of publications included in the dissertation.

(18) In a competition for an academic position, the Scientific jury shall require from the candidates written answers to the critical notes in the reviews.

(19) When in the assessment under para. 5 a member of the SJ establishes or receives a written signal for plagiarism, which is not anonymous and is motivated, the SJ must decide on the presence or absence of plagiarism in the dissertation in accordance with the procedure established in the ADASRB. In these cases, before making a decision, the SJ gives the candidate the opportunity to present his opinion.

(20) In case of received signal for plagiarism in a started procedure for evaluation under para. 5 it cannot be terminated due to withdrawal of the applicant's documents.

(21) In the cases under para. 20 the Scientific jury shall issue a decision on the presence or absence of plagiarism, which shall be taken by simple majority. The decision shall be taken within a period not longer than 7 days after the deadline for submission of reviews and opinions.

(22) The candidate for acquiring the educational and scientific degree "Doctor" shall not be admitted to the defense of the dissertation work, when the Scientific jury has adopted a decision for presence of plagiarism in the evaluated work.

(23) The decision of the Scientific jury may be appealed before the Scientific Council. The Scientific Council appoints a Commission of three members to consider the complaint, which issues an opinion.

(24) The reviews and opinions, the summaries of the peer-reviewed publications and the abstracts shall be published on the website of IGIC in Bulgarian and in English. Public access to the materials is maintained for at least 5 years after the completion of the procedure.

(25) IGIC shall send to NACID one copy of the defended dissertations and their abstracts both on paper and electronic media, information about the issued diplomas for the acquired educational and scientific degree "Doctor" and the scientific degree "Doctor of Sciences", as well as for the elected persons at academic positions within 14 days after the date of issuance of the diploma, respectively the date of election.

Chapter Two

REQUIREMENTS FOR CANDIDATES FOR ACQUISITION OF SCIENTIFIC DEGREES AND OCCUPATION OF ACADEMIC POSITIONS

Art. 4. Candidates for obtaining the scientific degree "Doctor" and "Doctor of Science" at IGIC must meet the minimum requirements of BAS for scientific activity, defined in Annex 1 (Tables 1 and 2) in Scientific Area 4. "Natural sciences, Mathematics and Informatics" and Professional Field 4.2. "Chemical sciences" on the basis of the indicators under Art. 2b, para. 2 of the ADASRB. In order to ensure a high scientific level of the academic staff of IGIC, the Scientific Council determines additional requirements to the candidates for scientific degrees, presented in Annex 1. The general requirements to the candidates for scientific degrees are as follows:

(1) In case of defense of a dissertation for obtaining the educational and scientific degree "Doctor" the candidate must possess the educational-qualification degree "Master" and meet the requirements of the Regulations of the Training Center at BAS.

1. The dissertation work under para. 1 must contain scientific or applied scientific results which represent an original contribution to science. The dissertation must show that the candidate has in-depth theoretical knowledge in the relevant specialty and abilities for independent research.

2. The candidate's dissertation must be based on full-text publications, including patents.

(2) In case of defense of a dissertation for obtaining the scientific degree "Doctor of Sciences" the candidate must possess the educational and scientific degree "Doctor".

1. The dissertation work under para. 2 must contain theoretical generalisations and solutions of major scientific or applied scientific problems, which correspond to modern achievements and represent significant and original contributions to science.

2. The dissertation work under para. 2 shall be prepared independently and may not literally repeat the topic and a significant part of the content of the dissertation for acquiring an educational and scientific degree "Doctor".

3. Candidates for the degree of "Doctor of Science" must have a clearly defined scientific topic in which they are leading researchers.

4. The dissertation of the candidate for the scientific degree "Doctor of Sciences" must be based on publications in full text (including patents).

(3) The dissertations for obtaining the educational and scientific degree "Doctor" and for the scientific degree "Doctor of Sciences" may include results from collective works. The results of the same publications should not be included in two or more dissertations for the same scientific degree, except in cases where they can be divided by methodological and/or authorial contribution through a separation protocol between the authors.

Art. 5. Candidates for the academic positions of "Chief Assistant", "Associate Professor" and "Professor" at IGIC must meet the relevant minimum requirements of BAS for scientific activity, defined in Annex 1 (Tables 1 and 2) in the Scientific Area 4. "Natural Sciences, Mathematics and Informatics" and Professional Field 4.2 "Chemical Sciences" on the basis of the Indicators under Art. 2b, para. 2 of the ADASRB. In order to ensure a high scientific level of the academic staff of IGIC, the Scientific Council determines additional requirements for candidates of academic positions, presented in Annex 1. The requirements to the candidates for holding academic positions are as follows:

(1) A candidate for the academic position "Assistant" must have a Master's degree.

(2) A candidate for the academic position "Chief Assistant" must possess the educational and scientific degree "Doctor".

(3) A candidate for the academic position "Associate Professor" must have the educational and scientific degree "Doctor", and to have at least 2 years of internship in the specialty.

(4) A candidate for the academic position "Professor" must have the educational and scientific degree "Doctor", and to have at least 5 years of internship in the specialty.

(5) Candidates for the academic position "Professor" must have a clearly defined scientific topic in which they are leading researchers.

(6) When applying for academic positions, under equal conditions, the Scientific jury in its final assessment may take into account other achievements such as: significant for the practice implementations of scientific developments, technologies, know-how, licensing agreements, realized significant economic effects or adopted projects within the framework programs of the European Union, under NATO programs, etc.

Chapter Three

ADMISSION AND TRAINING OF DOCTORAL STUDENTS

Section I

Conditions and procedure for admission of doctoral students

Art. 6. (1) The procedure for admission of full-time and part-time doctoral students shall be determined by the Regulations for the activity of the Training Center (TC) at BAS, the Academic Council (AC) of the TC and these Regulations.

(2) The President of BAS shall issue an order for announcing a competition for admission of full-time and part-time doctoral students, Bulgarian citizens, at IGIC-BAS according to the made applications. Based on this order, the competition is announced in the State Gazette (SG) and on the websites of BAS and IGIC. The competition starts from the date of its announcement in the State Gazette.

(3) The admission and training of doctoral students, foreign citizens, shall take place in

compliance with the requirements of the Bulgarian legislation and the Regulations of BAS.

(4) The term for submission of documents for participation in the competition shall be two months from the date of its announcement in the State Gazette.

(5) The admission to participation in the competition shall be done on the basis of an application, to which shall be attached:

1. *Curriculum vitae*, the form of which can be downloaded from the IGIC website;
2. Diploma for educational-qualification degree "Master";
3. Certificate of recognized higher education, if the diploma is issued by a foreign higher school;
4. Medical certificate;
5. Certificate of criminal record;
6. Other documents certifying the interests and achievements of the candidate in the respective professional field.
7. Two photos.

(6) The regularity of the documents of the participants in the competition shall be checked by a Commission appointed by an order of the Director of IGIC within one week after the expiration of the term for submission of documents, including the Director of IGIC or his Deputy, the Head of the laboratory, and the research supervisor of the doctoral program. The candidates shall be notified in writing of the results of the inspection within 14 days from the expiration of the term for submission of documents.

(7) Candidates for doctoral students, who have an overall grade from the diploma for the educational-qualification degree "Master" at least "very good" (4.50), are allowed to participate in the competition.

(8) The candidates not admitted to participation in the competition may, within 7 days from the date of the notification, make an objection to the Director of IGIC. The Director of IGIC appoints a new Commission of three people - habilitated persons, to rule on the objection. Based on the report of the Commission, the Director issues a final decision within 10 days of receiving the objection.

(9) The competition for doctoral students shall consist of a written and an oral examination in the specialty on a questionnaire approved by the Scientific Council (SC) of IGIC and an examination in one foreign language chosen by the candidate. The examination in the specialty (written and oral) is conducted by a Scientific jury which is proposed by the SC of IGIC and is appointed by the Director. The foreign language exam is conducted by a Commission, which is determined by the Training Center of BAS.

(10) The competition shall be held, within one week, up to four months after the date of its announcement and not earlier than 1 month from the notification for admission to participation.

(11) Candidates for doctoral students shall be admitted to an oral examination in the specialty upon grade in the written examination, not lower than "very good" (4.50).

(12) Successfully passed the competition are the candidates who have received an average grade from the written and oral exam in the specialty not lower than "very good" (4.50) and a grade "good" (4.00) at the foreign language exam.

Art. 7. (1) The form of training of doctoral students for the educational and scientific degree "Doctor" in BAS is regular, part-time and of independent preparation.

(2) The enrollment of the full-time and part-time doctoral students shall be done upon proposal of the SC of IGIC on the basis of the results of the competition.

(3) The SC of IGIC approves the working title of the topic of the future dissertation of the enrolled doctoral student, as well as his/her supervisor. A research supervisor can only be a habilitated person who is on an employment contract with IGIC; a second supervisor can also be a habilitated person external to IGIC, including a foreign supervisor from a higher school or scientific organization accredited in the respective country on the educational and scientific degree "Doctor" or its corresponding degree. On the basis of this proposal the Director issues an appropriate order.

Art. 8. (1) The admission to an independent form of education of doctoral students, who have developed the main part of a dissertation for awarding an educational and scientific degree

“Doctor”, shall proceed without an enrollment examination.

(2) The candidate shall submit and report to the Seminar of the respective Scientific field a project of his dissertation work, developed in its main part, as well as a bibliography.

(3) The Seminar of the Scientific field determines a habilitated person, who reviews the presented part of the dissertation. If necessary, the reviewers can be two, in case that the nature of the dissertation requires it.

(4) The candidate for enrollment in doctoral studies of independent preparation shall report his/her results to the Colloquium of IGIC in the presence of at least 5 habilitated persons, specialists in the field of the procedure. In the absence of the required number, the Colloquium is expanded by order of the Director with external habilitated persons, proposed by the primary scientific unit, specialists in the field of procedure.

(5) The meeting of the Colloquium of IGIC shall be considered regular if at least 2/3 of its staff members are present. The decision is taken by open vote and a simple majority of those present. In case of a positive decision, the Colloquium proposes to the Scientific Council of IGIC enrollment of the applicant in a doctoral program of independent preparation.

(6) On the basis of the proposal under para. 5 the Scientific Council of IGIC within a meeting decides on the enrollment of the doctoral student, approving the topic of the dissertation work and the individual study plan of the doctoral student, as well as the scientific supervisor and/or consultant. Decisions shall be taken by open vote and by simple majority of the members of the Scientific Council present at the meeting.

Section II

Training of doctoral students

Art. 9. The training of the doctoral students is carried out according to doctoral programs accredited by the National Evaluation and Accreditation Agency in scientific specialties and according to an individual plan under conditions and order, determined by the Regulations for the activities of the Training Center and Academic Council of BAS and these Regulations.

(1) The training of doctoral students includes the following activities:

1. Research activity;
2. Attendance and participation in courses, seminars and other forms of doctoral training;
3. Participation in scientific forums (national and/or international);
4. Doctoral minimum exams;
5. Development of a doctoral dissertation.

(2) The duration of the training is as follows:

1. for regular and independent form of education - up to 3 years;
2. for part-time form of education - up to 4 years.

(3) The individual plan outlines the direction of the doctoral studies and consists of a general plan for the whole period of study and a specified work plan by years. The individual plan contains:

1. The topic of the dissertation;
2. The distribution of all activities by years;
3. The exams and the terms for taking them;
4. Attending a series of lectures and exercises, participation in courses, seminars, conferences and other public scientific events;
5. The stages and terms for preparation of the dissertation.

(4) The individual plan shall be prepared by the doctoral student and his/her scientific supervisor and after discussion in the primary unit (laboratory) shall be approved by the SC of IGIC not later than three months after the enrollment of the doctoral student.

(5) Change of the topic of the dissertation work and of the scientific supervisor is allowed as an exception, but not later than 3 months before the date of the meeting of the Colloquium of IGIC for the preliminary defense. The change is effected by order of the Director on the basis of a decision of the SC of IGIC, at the proposal of the supervisor.

(6) The number of examinations taken by the doctoral students shall be determined by a decision

of the SC of IGIC.

1. The exams in the specialty and in a foreign language are obligatory.
2. The additional examinations are determined by the individual plan.

(7) The doctoral students shall take the examinations according to the individual plan before a jury, appointed by the Director of IGIC, consisting of at least 3 habilitated persons and with the participation of the scientific supervisor of the doctoral student.

Art. 10. The supervisor is responsible for the overall preparation of the doctoral students supervised by him. He is obliged to give them consultations, if necessary to provide additional consultations with other specialists in the process of dissertation development, to regularly monitor the implementation of the tasks set by the individual work plans and their participation in the planned lecture courses, seminars, and others.

(1) The doctoral students shall be attested by the SC of IGIC at the end of each academic year.

(2) The doctoral students shall submit a report on the performed activities, which shall contain a scientific part (report of the obtained results) and a report on the implementation of the individual plan to a Seminar of the laboratory (at the end of the first year), to a Seminar of the field (at the end of the second year) and to the Colloquium of IGIC (at the end of the third year).

(3) The scientific supervisor shall give a written opinion on the work of the doctoral students when reporting the performed activities by the order listed in para. 2.

(4) The supervisor shall propose, together with the doctoral students, a specification of the individual plan of the doctoral student for the next year.

(5) The respective scientific forums, by the order listed in para. 2, accept:

1. Opinion on the implementation of the individual plan and evaluation of the doctoral student's activity;

2. Proposal for attestation of the doctoral students;

3. Proposal for specification of the individual plan for the next year;

4. Recommendations for the further development of the doctoral program, and if necessary, specification of the topic or change of the supervisor.

(6) The proposals under para. 5, items 2, 3 and 4 shall be approved by the SC of IGIC.

(7) In addition to the reporting by the order of Art. 10, full-time doctoral students report their work at the end of each quarter, submitting to the Director of IGIC a report on the implementation of their individual plan, which is accompanied by a report on the work done on the dissertation or doctoral minimum, certified by the supervisor and confirmed with evidence.

(8) On the basis of the reports under para. 1, the supervisor of the doctoral student shall submit a report to the Director of IGIC on the fulfillment of the obligatory requirements under Art. 9, para. 1 by the full-time doctoral students.

(9) A doctoral student who does not take his examinations without valid reasons, does not perform the tasks within the terms determined by the doctoral plan, or does not attend lectures, courses and seminars related to his preparation, shall be dismissed from doctoral studies, reimbursing the amount of received scholarships and other means related to his education, to the institute or BAS, respectively.

(10) The dismissal shall be carried out by the order of enrollment, on the basis of a report of the scientific supervisor and a decision of the SC of IGIC.

(11) In case of prolonged absence of the scientific supervisor due to illness, business trip abroad and other objective reasons, the Scientific Council may appoint another habilitated scientist in his place or a second supervisor.

Art. 11. (1) Within one month after the expiration of the term of study, the doctoral student shall submit a report on the results achieved by him to the Colloquium of IGIC. The Colloquium, by voting of the habilitated scientists present, makes one of the following proposals for a decision by the Scientific Council:

a) The doctoral student should be deducted with a right to defense if he/she has completed his/her educational program included in the individual plan in accordance with the requirements of the Training Center of BAS and has conducted a significant part of the research included in the

individual plan. The right to defense may be exercised not later than 5 years from the decision of the Scientific Council. After the second year, the costs of the defense are not covered by the training organization. In case the dissertation is presented in a completed form within the term of the doctoral program, the opening of a procedure for referral to defense is considered for deduction with a right to defense;

b) the term of preparation of the doctoral student to be extended once up to 1 year without the right to a scholarship;

c) the doctoral student should be deducted without the right to defense, if he/she has not fulfilled the requirements of the Training Center of BAS regarding his/her educational program set in the individual plan and (or) the reported scientific results are unsatisfactory.

(2) A doctoral student who has not submitted a report on the results achieved by him to the Colloquium of IGIC within the term under para. 1 shall be deducted without the right of defense by an order of the Director by reimbursing the amount of the received scholarships and other funds related to his education, to the institute or BAS, respectively.

(3) The doctoral students have the right to interrupt their training for valid reasons within one year, for maternity - up to two years. The interruption of the doctoral program is done after the submission of a motivated application by the doctoral student to the Director of IGIC with an attached document for the reason (reasons). The application is considered by the Scientific Council of IGIC. After a positive decision of the SC, an order is issued by the Director of IGIC for the period of interruption. For the period of interruption, full-time doctoral students retain their rights, but do not receive a scholarship.

Chapter Four

DEFENCE OF DISSERTATION WORKS FOR ACQUIRING THE EDUCATIONAL AND SCIENTIFIC DEGREE "DOCTOR" AND THE SCIENTIFIC DEGREE "DOCTOR OF SCIENCES"

Section I

Conditions and procedure for acquiring the educational and scientific degree "Doctor"

Art. 12. (1) The educational and scientific degree "Doctor" is awarded to persons who have an educational qualification degree "Master", after training in doctoral studies, meeting the minimum requirements of BAS and the additional requirements of IGIC (Annex 1) and successful defense of a dissertation under the conditions and by the order of the ADASRB, the Regulations of its implementation and of these Regulations.

(2) For acquiring the educational and scientific degree "Doctor" the person under para. 1 must defend a dissertation under the conditions and by the order of the Act for development of the academic staff in the Republic of Bulgaria.

(3) In order to proceed for the defense of a dissertation for the award of an educational and scientific degree "Doctor", the doctoral student must have fulfilled the following requirements:

1. To be deducted with the right of defense;
2. To have prepared a dissertation that reflects the results of his research.

(4) The doctoral student acquires the right to defense of the dissertation work after the implementation of the training activities and successful passing of the examinations, determined in the individual plan and having prepared to a significant extent the dissertation work.

(5) The Scientific Council shall pronounce with a decision on the proposal of the Colloquium under para. 4 at its first meeting after the meeting of the Colloquium.

(6) The doctoral students, who have acquired the right of defense, shall be deducted by an order of the Director of IGIC.

(7) The passed examinations from the individual preparation plan shall be valid up to 5 years from the expiration of the regular term of the doctoral studies.

(8) The dissertation must contain scientific or applied scientific results which represent an original contribution to science. The dissertation must show that the candidate has in-depth

theoretical knowledge in the relevant specialty and abilities for independent research.

(9) The dissertation must be presented in a form and volume corresponding to the specific requirements of the Colloquium of IGIC. The dissertation must contain: Title page; Content, Introduction; Results and Discussion; Conclusion - summary of the results obtained with a declaration of originality; Bibliography. The maximum volume of the dissertation should be up to 150 standard pages, the abstract up to 40 pages.

(10) The doctoral student shall present his/her dissertation to the supervisor, who shall assess the readiness for defense, and shall be obliged to pronounce within one month from the presentation of the dissertation. In case of a positive assessment of the doctoral student's readiness for defense of the dissertation, the supervisor proposes to the Scientific Council to open a procedure for preliminary defence.

(11) In case of negative assessment by the scientific supervisor, as well as in case of his failure to pronounce within the term under para. 10, the doctoral student may refer the issue for consideration to the Scientific Council, which shall pronounce definitively on the readiness for defense.

Art. 13. (1) The procedure for defense of a dissertation work for the educational and scientific degree "Doctor" for the three forms of preparation (regular, part-time and independent preparation) shall be preceded by a preliminary defense of the work project at a meeting of the Colloquium of IGIC. The Colloquium aims to assess whether the dissertation for the award of educational and scientific degree "Doctor" meets the minimum requirements of BAS and the additional requirements of IGIC.

(2) At the session under para. 1, at least 5 habilitated persons are present during the procedure for "Doctor", specialists in the field of the dissertation and/or in a related field, of which at least 3 are Professors or Doctors of Sciences. In the absence of the required number of habilitated persons in interdisciplinary topics of the dissertation, the Colloquium is expanded by order of the Director with external habilitated persons, specialists in the field of the procedure, proposed by IGIC.

(3) The meeting of the Colloquium shall end with the adoption of a decision regarding the qualities of the proposed work. In case of a positive opinion, taken by open vote with the votes of more than half of the habilitated persons present, members of the SJ are proposed. The minutes of the meeting are sent to the Scientific Council of IGIC. In case of a negative opinion of the Colloquium, the Scientific Council proposes a finalization or revision of the dissertation within 6 months.

(4) After a positive decision of the Colloquium the doctoral student shall submit an application to the Scientific Council of IGIC for opening a procedure for defense of the dissertation, accompanied by the following documents:

1. Order of the Director of IGIC for deduction with the right to defence;
2. Certificate for passed exams from the individual plan;
3. *Curriculum vitae*, the form of which can be downloaded from the IGIC website;
4. Diploma for educational-qualification degree "Master";
5. Dissertation work in 3 paper copies;
6. Abstract in 5 paper copies;
7. Information on the fulfillment of the minimum national and additional requirements for the educational and scientific degree "Doctor" in IGIC (Annex 1), to which the necessary evidence is attached:

- a) List and prints of publications, inventions and other indicators included in group "E".
- b) Prints of the publications included in the dissertation;
- c) List of citations (if any);
- d) Other documents related to the presentation of the contributions in the dissertation;
- e) Separation protocol, if necessary.

(5) All necessary documents listed above shall be submitted in 1 paper copy and in 5 electronic copies. An additional paper copy shall be provided upon request by the reviewer. The Scientific jury has the right to access the doctoral student's file, which contains detailed information for the entire period of the doctoral program. After successful defense, the dissertation and the abstract are

submitted in 2 electronic copies on disk to the office of IGIC.

(6) Based on the proposal of the Colloquium, the Scientific Council of IGIC within not later than one month after the proposal of the Colloquium shall determine the Scientific jury (SJ) and make a proposal to the Director for approval of its members and the term for defense.

Art. 14. (1) The SJ for defense of a dissertation for obtaining the educational and scientific degree "Doctor" is composed of five habilitated persons in the respective scientific field or scientific fields of the topic of the dissertation. At least one of the members of the Jury is a Professor. At least three of the members of the Jury are external to IGIC. The scientific supervisor may not be a member of the Jury except for the open and unfinished procedures until the entry into force of the Act for amendment and supplement of the ADASRB (SG, issue 30 of 2018, in force from 4.05.2018).

(2) The SJ for dissertation defense shall be appointed by an order of the Director of IGIC-BAS within 7 days from the proposal of the Scientific Council.

(3) In the composition of the SJ under para. 2, 2 spare members are always provided: 1 internal and 1 external. An internal member shall be appointed Chairman of the Scientific jury.

(4) The meetings of the SJ, appointed under para. 2, shall be regular if all of its members are present. The meeting is regular in the absence of 1 internal and 1 external member, who are replaced by reserve members under para. 3. Decisions of the SJ shall be taken by open vote and simple majority.

(5) The first meeting of the SJ under para. 2, is convened on the initiative of the Director of IGIC. At it, the members of the SJ elect from among their members a Chairman and two reviewers in a procedure for the degree of "Doctor".

(6) The members of the jury shall prepare two reviews and three opinions. One of the reviews must be prepared by an external member of the jury. The number of pages should be up to 5 standard pages for a review and 1 page for an opinion. Reviews and opinions end with a positive or negative assessment and are submitted to the primary unit within 3 months of the election of the Scientific jury.

(7) The reviews, opinions and the abstract of the dissertation shall be published on the website of IGIC together with the date determined by the Scientific jury for an open meeting of public defense.

Art. 15. (1) The Scientific jury shall hold an open session for the defense of the dissertation work of the candidate, who has been admitted to defense, within one month after the publication of the author's abstract, the reviews and the opinions.

(2) At the open session under para. 1:

1. The Chairman of the Scientific jury gives a presentation of the doctoral student;

2. The doctoral student makes a brief presentation of the main results of the dissertation;

3. The Chairman of the Scientific jury presents the reviews and opinions of the Scientific jury;

4. The members of the jury and each of those present at the public defense may ask questions and express opinions;

5. The doctoral student answers the questions asked and the critical remarks made;

6. Each member of the Scientific jury publicly announces his assessment - positive or negative;

7. If, as a result of the defense, a member of the jury changes the assessment he has given in the review, respectively in his opinion, he shall be obliged to motivate his changed assessment with a new written opinion;

8. The Chairman of the Scientific jury announces the result of the defense.

(3) The dissertation work, which has received three or more positive marks for the defense, shall be considered successfully defended.

(4) In case of unsuccessfully defended dissertation, if the candidate wishes, not later than one year after the date of the unsuccessful defence of the dissertation, a new procedure for defense shall be opened. The second defense procedure is final.

Art. 16. (1) The educational and scientific degree "Doctor" shall be acquired from the day, in

which the dissertation work is successfully defended.

(2) The educational and scientific degree "Doctor" shall be certified with a diploma, which shall be issued in Bulgarian, and upon a request by the person, a duplicate shall be issued in English.

(3) The diploma under para. 2 shall be issued according to a unified form, approved by the Minister of Education and Science and shall be sent to the Ministry of Education and Science for registration within three days after its issuance.

(4) IGIC-BAS shall send to the National Center for Information and Documentation (NACID) information about the defended doctoral dissertation together with a copy of it and an abstract in electronic and printed version. An electronic copy of the dissertation and abstract is also sent to the archives of IGIC.

Section II

Conditions and procedure for obtaining the scientific degree "Doctor of Sciences"

Art. 17. The scientific degree "Doctor of Sciences" is awarded to persons who have the educational and scientific degree "Doctor", are registered with NACID for the acquired educational and scientific degree "Doctor" and meet the relevant minimum requirements of BAS and additional requirements of IGIC for the scientific degree "Doctor of Sciences" (Annex 1 of the Regulations on the terms and conditions for acquiring scientific degrees and holding academic positions at IGIC-BAS), after successful defense of a dissertation under the terms and conditions of the ADASRB, the Regulations for its implementation and of these Regulations.

(1) The dissertation for obtaining the scientific degree "Doctor of Sciences" must contain theoretical generalizations and solutions of major scientific or applied scientific problems, which correspond to modern achievements and represent a significant and original contribution to science.

(2) The dissertation work under para. 1 shall be prepared by the applicant himself and may not literally repeat the topic and a significant part of the content of the dissertation for acquiring the educational and scientific degree "Doctor".

(3) The candidate shall submit a dissertation, an abstract and a reference for covered minimum and additional requirements to the Director of IGIC.

(4) The regularity of the documents for acquiring the scientific degree "Doctor of Sciences", as well as the fulfillment of the minimum requirements of BAS and of the additional requirements of IGIC shall be checked by a Commission appointed by the Director of IGIC.

Art. 18. (1) The procedure for defense of a dissertation for the scientific degree "Doctor of Sciences" shall be preceded by a preliminary defense of a work project at a session of the Colloquium of IGIC.

(2) At the session under para. 1, at least 7 specialists in the field of the dissertation and/or in a related field are present, of which at least 4 are Professors or Doctors of Sciences. In the absence of the required number of habilitated persons in interdisciplinary topics of the dissertation, the Colloquium is expanded by order of the Director with external habilitated persons, specialists in the field of procedure, proposed by IGIC.

(3) The Colloquium shall have the task to assess whether the dissertation for awarding the scientific degree "Doctor of Sciences" meets as quality and volume the requirements under Art. 17.

(4) The session of the Colloquium shall end with the adoption of a decision regarding the qualities of the proposed work. In case of a positive opinion, taken by open vote with the votes of more than half of the habilitated persons present, members of the SJ are proposed. The minutes of the meeting are sent to the Scientific Council of IGIC. In case of a negative opinion of the Colloquium, the Scientific Council proposes finalization or revision of the dissertation within 6 months.

Art. 19. (1) After a positive decision of the Colloquium the candidate for acquiring the scientific degree "Doctor of Sciences" shall submit an application to the Scientific Council of IGIC for opening a procedure for defense of the dissertation, accompanied by the following documents:

1. *Curriculum vitae*, the form of which can be downloaded from the IGIC website;
2. Diploma for the educational and scientific degree "Doctor";

3. Complete list of publications;
4. Complete list of citations;
5. Dissertation work in 3 paper copies;
6. Abstract in 7 paper copies;
7. Information on fulfilled minimum and additional requirements for the scientific degree “Doctor of Sciences” (Annex 1), to which the necessary evidence is attached:
 - a) List of publications, inventions and other scientific and applied developments (accompanied by evidence) included in indicator group "E".
 - b) List of citations in scientific journals, included in indicator group "F" - refereed and indexed in world-renown data bases of scientific information (Web of Science and Scopus);
8. Prints of the publications included in the dissertation;
9. Other documents related to the presentation of the contributions in the dissertation;
10. Separation protocol, if necessary.

(2) All necessary documents shall be submitted in 1 paper copy and in 7 electronic copies. An additional paper copy shall be provided upon request by the reviewer. After successful defense, the dissertation and the abstract are submitted in 2 electronic copies on disk to the office of IGIC.

(3) The Scientific Council within not later than one month after the proposal of the Colloquium shall appoint the Scientific jury and shall make a proposal to the Director for its approval, as well as for the term of the defense.

(4) Within seven days from the proposal of the Scientific Council under para. 2 the Director approves the Scientific jury with an order, which also determines the term of defence.

Art. 20. (1) The defense of the dissertation work shall be conducted publicly at a meeting of the Scientific jury consisting of 7 habilitated persons. At least three of the members are Professors. At least four of the members are outside IGIC.

(2) Three of the members of the Scientific jury, two of whom are Professors, shall prepare reviews. At least one of the reviews is by a person outside IGIC. The rest of the members of the Scientific jury prepare opinions.

(3) The number of pages shall be up to 7 pages for the reviews and 2 pages for the opinions. Reviews and opinions end with a positive or negative assessment and are submitted within 3 months after the appointment of the Scientific jury.

(4) The reviews, opinions and the abstract of the dissertation, as well as the date and time of the open meeting of the SJ for defense of the dissertation shall be announced on the website of IGIC two weeks prior to the meeting.

Art. 21. (1) To the defence apply the provisions of Art. 15. para. 1 and 2.

(2) The dissertation work, which has received at least four positive evaluations, shall be considered successfully defended, as each member of the Jury shall publicly announce his evaluation.

(3) In case of unsuccessfully defended dissertation, if the candidate wishes, not later than one year after the date of the unsuccessful defence, a new procedure for defense shall be announced. The second defense procedure is final.

Art. 22. (1) The scientific degree “Doctor of Sciences” shall be acquired from the day when the dissertation is successfully defended.

(2) The scientific degree “Doctor of Sciences” shall be certified with a diploma according to a uniform sample, approved by the Minister of Education and Science, which shall be issued under the conditions and by the order of Art. 16, para. 2 and shall be sent for registration to the Ministry of Education and Science through NACID within 3 days after its issuance.

(3) All other issues being equal, the persons, who have acquired the scientific degree "Doctor of Sciences", shall have an advantage when applying for academic positions.

(4) IGIC shall send to NACID the information about the defended doctoral dissertation in electronic and printed version together with printed copies of dissertation and abstract.

Chapter Five

CONDITIONS AND PROCEDURE FOR OCCUPYING ACADEMIC POSITIONS

Section I

General

Art. 23. (1) The academic positions at IGIC shall be opened under the conditions and by the order determined by the ADASRB and these Regulations. The Scientific Council of IGIC may also determine additional requirements for holding the academic positions of "Assistant Professor", "Associate Professor" and "Professor", reflecting the specifics of the professional field.

(2) An academic position shall be held under an employment contract.

(3) The transfer to an academic position from the same or from a corresponding academic position from another higher school or scientific organization, including those from other European countries, may be effected without a competition with a decision of the Scientific Council of IGIC.

(4) If in the announced competition for the academic positions "Associate Professor" or "Professor" one or several persons of the same academic position and in the same or related professional field from another higher school or scientific organization participate, the Scientific Council shall make a selection for all candidates according to the general order.

(5) The Scientific Council of IGIC may reject the proposals of the primary units only on the grounds of procedural violations.

(6) Upon termination of the employment contract through no fault of the habilitated person, all personal rights arising from the respective academic position, including the right to participate in a SJ, shall be preserved.

(7) The persons holding the academic positions, shall be subject to periodic attestation not less than once in 5 years.

Section II

Terms and conditions for holding the academic position "Assistant"

Art. 24. (1) The appointment to the position "Assistant" at IGIC-BAS shall be made on the basis of a fixed-term employment contract for not more than 4 years. The candidate must have a Master's degree. Within this period the person must prepare a doctoral dissertation and be attested. Upon expiration of the 4-year term or unsatisfactory assessment of the attestation, the person shall be dismissed from the position "Assistant".

(2) The persons, who have passed through full-time or part-time form of education as doctoral students, may be appointed to the academic position "Assistant" for a maximum term of 2 years.

(3) After the expiration of the term of the contract under para. 1 or para. 2 a new fixed-term employment contract with the same person for holding the academic position "Assistant" cannot be concluded.

(4) After acquiring the educational and scientific degree "Doctor" the Assistant may participate in a competition announced by IGIC for holding the academic position "Chief Assistant" by the order of the ADASRB, the Regulations for its implementation and these Regulations.

(5) The position "Assistant" (for external persons of IGIC) shall be taken on the basis of an application to the Director of IGIC-BAS, to which shall be attached:

1. *Curriculum vitae*, the form of which can be downloaded from the IGIC website;
2. Diploma for completed higher education (copy of Master's degree);
3. Medical certificate;
4. Certificate of criminal record.

(6) The position "Assistant" (for employees of IGIC) shall be held on the basis of a report by the direct supervisor of the candidate.

Section III

Terms and conditions for holding the academic position "Chief Assistant"

Art. 25. (1) The academic position "Chief Assistant" shall be held only by a person who meets

the minimum requirements of BAS, has the educational and scientific degree "Doctor" and is registered in NACID for acquired educational and scientific degree "Doctor".

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

Art. 26. (1) The competition for holding the academic position "Chief Assistant" shall be announced by a decision of the Scientific Council of IGIC upon a motivated proposal of the Director or of the Head of a laboratory at IGIC. The reasons must justify the need for such a position for the development of the subject of the unit. At least three topics should be offered to the candidates and approved by the Scientific Council, on one of which the candidates make a presentation of their choice.

(2) The competition under para. 1 shall be announced in the State Gazette and on the website of IGIC, with a term for submission of the documents of 2 months, indicating: the name of the scientific organization and the professional field, the necessary documents, the place and term for their submission and other conditions for participation in the competition, if they do not contradict the requirements determined by the ADASRB, the Regulations for its implementation and these Regulations.

(3) The admission to the competition shall be made on the basis of an application to the Director of IGIC, to which shall be attached:

1. Copy of the announcement in the State Gazette;
2. *Curriculum vitae*, the form of which can be downloaded from the IGIC website;
3. Diploma for the educational and scientific degree "Doctor";
1. Certificate of criminal record;
2. Medical certificate;
3. Certificate of internship in the specialty, if any;
4. List and prints of publications, list of participations in conferences, scientific and applied developments, inventions and in research projects;
5. List of citations of scientific papers, if any;
6. Other materials illustrating the qualification of the candidate, if any.

(4) All necessary documents shall be submitted in 1 paper copy and in 5 electronic copies. An additional paper copy shall be provided upon request by the reviewer.

(5) For the candidates, who are employees of BAS, a medical certificate and a criminal record certificate are not required.

(6) The eligibility requirements with the exception of the minimum requirements of BAS and the additional requirements of IGIC shall be checked by a Commission, which shall include the Head of the laboratory, for the needs of which the competition is held. The Chairman and the other members of the Commission, as well as their total number are determined by an order of the Director of IGIC. The Commission shall rule on the regularity of the documents within five days after the expiration of the term for submission of the documents.

(7) Before the expiration of the term under Art. 26 para. 2 the Scientific Council of IGIC proposes to the Director a SJ of 5 members, of which at least two are external.

(8) The compliance with the minimum requirements of BAS shall be checked by the Scientific jury.

(9) The candidates shall be notified in writing of the result of the procedure for admission to an address indicated by the candidate within 14 days after the determination of the jury, and the reasons for the refusal shall be communicated to the ineligible candidates. The notification acts as a document for admission/non-admission of the candidate to participate in the competition.

(10) The admitted candidates shall be notified in writing about the date, time and place of the competition within the term under para 9.

(11) The competition shall be conducted on the basis of documents not later than one month from the sending of the notification under para. 9.

(12) Each member of the jury evaluates each candidate separately on the basis of fulfillment of the minimum and additional requirements, by reviewing the results and the contributions and

evaluates positively or negatively each candidate.

(13) At the beginning of the final session of the SJ, the candidates shall present a text of up to 10 pages and shall make a short presentation on the topic chosen by them, answering questions of the members of the jury. By decision of the Scientific jury, the interview may include other issues that are thematically related to the competition.

(14) For the results of the competition the SJ shall issue a protocol. Based on the minutes, the Chairman of the Scientific jury prepares a report signed by all members of the Scientific jury, which contains a reasoned proposal for election and submits it no later than 7 days after the competition to the Scientific Council.

(15) In case of more than one candidate, who has passed the competition, the Scientific jury shall make a motivated proposal for election in its report under para. 14.

(16) Within 14 days from the receipt of the report under the preceding paragraph, the Scientific Council shall hold the election. 2/3 of the reduced list of the Scientific Council must participate in the election. Decisions shall be taken by secret vote and by a majority of more than half of the reduced list. The list of members of the Scientific Council may not be reduced by more than one-sixth, reducing only members who are abroad, absent due to illness or allowed long leave.

(17) All candidates who took part at the competition shall be notified in writing of the results of the examination and the election made.

(18) The candidate who has won the competition shall be appointed by an order of the Director from the date of his election by the Scientific Council and shall be obliged to take his post within 1 month after this date.

(19) The persons, who have not taken office, shall lose the right to occupy the respective academic position, except in the cases when they have been prevented by illness or prolonged business trip abroad, which shall be proved by a medical certificate or a copy of the order.

Section IV

Terms and conditions for holding the academic position "Associate Professor"

Art. 27. (1) The competition for holding the academic position "Associate Professor" shall be announced by a decision of the Scientific Council of IGIC upon a motivated proposal by the Director of IGIC. The reasons justify the need for such a position for the development of the relevant topics in the issues of the unit and substantiate the research workload, which is expressed in the provided scientific commitment of the incumbent.

(2) The candidate for the academic position "Associate Professor" must meet the following conditions:

1. to have acquired the educational and scientific degree "Doctor";
2. to be registered in NACID for acquired educational and scientific degree "Doctor";
3. not less than two years:
 - (a) has held the academic position of "Assistant", "Chief Assistant", or
 - (b) has been a lecturer, including part-time lecturer, or a member of a research team at a higher education institution or scientific organization, or
 - c) has been a specialist in practice and has proven achievements in his/her field;
4. to meet the respective minimum requirements of BAS and the additional requirements of IGIC for Associate Professor (Annex 1 of the Regulations on the terms and conditions for acquiring scientific degrees and holding academic positions at IGIC-BAS);
5. there is no proven plagiarism in his/her scientific works according to the legally established order.

(3) The holding of the academic position "Associate Professor" shall be effected on the basis of competition and election.

(4) The competition under para. 1 shall be announced in the State Gazette and on the website of IGIC with a term for submission of the documents of 2 months.

Art. 28. (1) The admission to participation in the competition shall take place upon fulfillment of the requirements of Art. 27 para. 2 and on the basis of an application to the Director of IGIC for

participation in the competition, to which shall be attached:

1. Copy of the announcement in the State Gazette;
2. *Curriculum vitae*, the form of which can be downloaded from the IGIC website;
3. Diploma for the educational and scientific degree "Doctor";
4. Medical certificate;
5. Certificate of criminal record;
6. Certificate of at least two years of internship in the specialty;
7. Information on teaching activities, if any;
8. Complete list of publications;
9. Complete list of citations;
10. Lists of participations in conferences, projects, inventions and other scientific and applied developments;
11. Other materials that illustrate the qualification of the candidate (diplomas, awards, certificates of specialization, etc., if any);
12. Information on the fulfillment of the minimum national and additional requirements for the academic position "Associate Professor" (Annex 1), to which the necessary evidence is attached:

- a) Monograph or list of publications included in indicator group "C".
- b) List of publications and inventions, patents (accompanied by evidence), etc., included in indicator group "E".
- c) List of citations in scientific journals included in indicator group "F" - refereed and indexed in world-renown data bases of scientific information (Web of Science and Scopus).
- d) List of fulfilled indicators and evidence (if any) for indicator group "D".
- e) Habilitation work - extended reference for the scientific contributions (contributions in the works, included in indicator group "C"), representing a short exposition, in which the candidate describes the place of the conducted researches in the respective scientific field and his personal contributions. The habilitation work must contain: i) Introduction, which briefly describes the essence of the researched scientific problems and their place among the researches of other scientists in this field; ii) Main scientific contributions, in which the candidate describes in detail and exhaustively the specific original scientific contributions with which he/she applies in the competition; iii) Bibliography in which the articles with which the candidate participates in the competition are clearly distinguished from the other articles of the candidate and from the articles of other authors.
- f) Brief author's reference for the original scientific contributions in the works for the competition included in indicator group "E".

13. Prints of the publications included in the competition.

(2) All necessary documents shall be submitted in 1 paper copy and in 7 electronic copies. An additional paper copy shall be provided upon request by the reviewer.

(3) For the candidates, who are employees of BAS, a medical certificate and a criminal record certificate are not required.

(4) The eligibility requirements, with the exception of the minimum requirements of BAS and the additional requirements of IGIC, shall be checked by a commission, which shall include the Head of the laboratory, for the needs of which the competition is held. The Chairman and the other members of the commission, as well as their total number, are determined by an order of the Director of IGIC. The commission shall rule on the regularity of the documents within seven days after the expiry of the deadline for submission of documents.

(5) Before the expiration of the term under Art. 27 para. 3 the Director of IGIC appoints a SJ with members proposed by the Scientific Council. The seven-member jury consists of at least three Professors. At least four of the members are outside IGIC. Two reviews and five opinions are prepared. Reviews and opinions end with a positive or negative conclusion for election.

(6) The SJ at its first meeting:

- a) verifies the compliance with the minimum requirements of BAS and the additional

requirements of IGIC of the participants in the competition and notifies the candidates in writing about admission or non-admission to evaluation within 14 days after the deadline for submission of documents;

b) elects the Chairman of the SJ and the two reviewers, at least one of whom holds the academic position of "Professor".

(7) The members of the Scientific jury shall submit to the primary unit their reviews and opinions within two months from their appointment to the Scientific jury.

(8) Within one month before the final meeting of the scientific jury, on the website of IGIC shall be published the summaries of the participants' works after defense of doctoral dissertation, as well as the reviews and opinions of the jury members including the decision on Art. 3, para. 19.

(9) The SJ shall finalise the competition within 6 months from its announcement in the State Gazette.

Art. 29. (1) The Scientific jury shall evaluate separately the candidates applying for the academic position "Associate Professor" according to the fulfillment of the conditions of Art. 27 and in accordance with the results of the inquiries under Art. 28, para. 1. At the beginning of the final meeting, the candidates deliver a short presentation on a topic of their choice, corresponding to the announced competition, and respond to the notes set out in the reviews and opinions, as well as to questions addressed to them by members of the Scientific jury.

(2) Under equal conditions according to Art. 27 the Scientific jury shall also take into account the overall evaluation resulting from the assessment of those of the following additional indicators that are applicable to the relevant field:

1. Related to research:

(a) participation in research projects; participation with presentations at international and national scientific forums; membership in authoritative creative and/or professional organizations in the respective professional field;

(b) scientific and applied scientific developments;

(c) research results applied in practice; inventions and rationalizations;

(d) scientific publications (printed and electronic), including publications in international journals.

2. Related to teaching activities:

(a) work with students and doctoral students, including collaboration with students and doctoral students in research projects;

b) teaching activities according to an approved program for doctoral students by the Teaching Center of BAS or lecture courses at a university or higher school;

c) published teaching materials - manuals, collections and others, developed by the applicant, or co-authorship in published textbooks or published electronic textbooks.

(3) For the results of the competition the SJ shall draw up a protocol. The minutes shall be signed by the Chairman and all members of the jury.

(4) On the basis of the protocol under para. 3, the Chairman of the SJ shall prepare a report, signed by all members of the SJ, which contains a motivated proposal for election of not more than one candidate and shall present it not later than 7 days to the Scientific Council.

(5) Within 14 days from the receipt of the report under Art. 29, para. 4, the Scientific Council of IGIC conducts the election by the order of Art. 26, para. 16 of these Regulations.

(6) Within 14 days after the election, each of the candidates admitted to participate in the competition shall be notified in writing of the result.

(7) Within one month after taking office, the elected Associate Professor shall deliver a public academic lecture organized by IGIC. The topic of the lecture should be close to that of the competition.

(8) The candidate who has won the competition shall be appointed by an order of the Director from the date of his election by the Scientific Council and shall be obliged to take his post within 1 month after this date.

(9) The persons, who have not taken office, shall lose the right to hold the respective academic

position, except in the cases when they have been prevented by illness or prolonged business trip abroad, which shall be proved by a medical certificate or a transcript of the order.

Section V

Terms and conditions for holding the academic position "Professor"

Art. 30. (1) The competition for holding the academic position "Professor" shall be announced by a decision of the Scientific Council of IGIC upon a motivated proposal by the Director of IGIC. The reasons justify the need for such a position for the development of the relevant topics in the issues of the unit and substantiate the research workload, which is expressed in the provided scientific commitment of the incumbent.

(2) The academic position "Professor" shall be held on the basis of competition and election.

(3) The competition under para. 1 shall be announced in the State Gazette and on the website of IGIC with a term for submission of the documents of 2 months.

Art. 31. (1) The candidate for acquiring the academic position "Professor" must meet the following conditions:

1. To have acquired the educational and scientific degree "Doctor";

2. To be registered in NACID for acquired educational and scientific degree "Doctor";

3. Not less than two years:

- has held the academic position of "Associate Professor", or

Not less than five years:

- has been a lecturer, including a part-time lecturer, or a member of a research team at a higher education institution or scientific organization, or

- has been a specialist in practice and has proven achievements in his/her field.

4. To meet the minimum national requirements and the additional requirements of IGIC for the academic position "Professor" (Annex 1 of the Regulations on the terms and conditions for acquiring scientific degrees and holding academic positions at IGIC-BAS).

5. To have a clearly defined scientific topic in which he is a leading researcher;

6. No legally proven plagiarism in his/her scientific works.

(2) Upon applying for the academic position "Professor", when the candidate has not previously held the academic position "Associate Professor" (Art. 29, para 1, item 2 of the ADASRB), to the minimum requirements of BAS and the additional requirements of IGIC for the academic position "Professor", the minimum requirements of BAS and the additional requirements of IGIC for the academic position "Associate Professor" must be added, the educational and scientific degree "Doctor" being included only once.

Art. 32. (1) The admission to participation in the competition shall take place upon fulfillment of the requirements of Art. 31 and on the basis of an application to the Director of IGIC to which shall be attached:

1. Copy of the announcement in the State Gazette;

2. *Curriculum vitae*, the form of which can be downloaded from the IGIC website;

3. Diploma for the educational and scientific degree "Doctor";

4. Diploma for the scientific degree "Doctor of Sciences", if the candidate has one;

5. Medical certificate;

6. Certificate of criminal record;

7. Certificate for minimum five-year experience in the specialty;

8. Reference for teaching activity, if any.

9. Complete list of publications;

10. Complete list of citations;

11. Lists of participations in conferences, projects, inventions and other scientific and applied developments;

12. Evidence for supervising of doctoral students, if any;

13. Other materials illustrating the qualification of the candidate, if any;

14. Information on fulfillment of the minimum national and additional requirements for the

academic position "Professor" (Annex 1), to which the necessary evidence is attached:

- a) Monograph or list of publications included in indicator group "C".
- b) List of publications and inventions, patents (accompanied by evidence), etc., included in indicator group "E".
- c) List of citations in scientific journals, included in indicator group "F" - refereed and indexed in world-renown data bases of scientific information (Web of Science and Scopus).
- d) List of covered indicators and evidence therefore (if any) in indicator group "F".
- e) List of covered indicators and evidence therefore (if any) in indicator group "D".
- f) Habilitation work - extended summary of the scientific contributions (contributions in the works, included in indicator group "C"), representing a short exposition, in which the candidate describes the place of the conducted researches in the respective scientific field and his personal contributions. The habilitation work must contain: i) Introduction, which briefly describes the essence of the studied scientific problems and their place among the researches of other researchers in this field; ii) Main scientific contributions, in which the candidate describes in detail and exhaustively the specific original scientific contributions with which he/she applies in the competition; iii) Bibliography in which the articles with which the candidate participates in the competition are clearly distinguished from the other articles of the candidate and from the articles of other authors.
- g) Brief author's reference for the original scientific contributions in the works for the competition included in indicator group "E".

15. Prints of the publications included in the competition.

(3) All documents shall be submitted in one paper copy and 7 electronic copies. An additional paper copy shall be provided upon request by the reviewer.

(4) For the candidates, who are employees of BAS, a medical certificate and a criminal record certificate shall not be required.

(5) The eligibility requirements with the exception of the minimum requirements of BAS and the additional requirements of IGIC shall be checked by a Commission, which shall include the Head of the laboratory, for the needs of which the competition is held. The Chairman and the other members of the Commission, as well as their total number are determined by an order of the Director of IGIC. The Commission shall rule on the regularity of the documents within seven days after the expiry of the deadline for submission of documents.

(6) Before the expiration of the term under Art. 30 para. 3 the Director of IGIC appoints the members of the SJ proposed by the Scientific Council of IGIC. The seven-member jury consists of at least four Professors. At least three of the members are outside IGIC. Three reviews and four opinions are prepared. Reviews and opinions end with a positive or negative conclusion for election.

(7) The SJ at its first meeting:

- a) verifies the compliance with the minimum requirements of BAS and the additional requirements of IGIC of the participants in the competition and notifies the candidates in writing about admission or non-admission to evaluation within 14 days after the deadline for submission of documents.

- b) elects the Chairman of the SJ and the three reviewers.

(8) The members of the Scientific jury shall submit to the primary unit their reviews and opinions within two months from their appointment in the jury.

(9) Within one month before the final meeting of the Scientific jury the summaries of the works prepared by the participants in the procedure after obtaining the scientific degree "Doctor" or "Doctor of Science" in case of not acquired title "Associate Professor" or of the works after obtaining the title "Associate Professor", as well as the reviews and opinions of the members of the jury, including the decision under Art. 3, para. 19 shall be published on the website of IGIC.

(10) The SJ shall finalise the competition within 6 months from its announcement in the State Gazette.

Art. 33. (1) The Scientific jury shall evaluate separately the candidates applying for the academic

position "Professor" according to the fulfillment of the conditions of Art. 30 and in accordance with the results of the inquiries under Art. 31.

(2) Under equal conditions according to Art. 31 the Scientific jury shall also take into account the overall evaluation resulting from the assessment of those of the following additional indicators that are applicable to the relevant field:

1. Related to research:

(a) participation in research projects; participation with presentations at international and national scientific forums; membership in authoritative creative and/or professional organizations in the respective professional field;

(b) scientific and applied scientific developments;

(c) research results applied in practice; inventions and rationalizations;

(d) scientific publications (printed and electronic), including publications in international journals;

2. Related to teaching activities:

(a) work with students and doctoral students, including collaboration with students and doctoral students in research projects;

b) teaching activities according to an approved program for doctoral students by the Teaching Center of BAS or lecture courses at a university or higher school;

c) published teaching materials - textbooks, collections and others, developed by the applicant, or co-authorship in published textbooks or electronic textbooks.

3. The candidates, possessing the scientific degree "Doctor of Sciences", shall have an advantage in the assessments of the SJ.

(3) For the results of the competition the SJ shall draw up a protocol. The minutes shall be signed by the Chairman and the members of the jury.

(4) On the basis of the protocol under para. 3, the Chairman of the SJ shall prepare a report, signed by all members of the SJ, which contains a motivated proposal, for election of not more than one candidate and shall submit it not later than 7 days to the Scientific Council.

(5) The Scientific Council may rule on procedures for acquiring the academic position "Professor" only if at least one third of the members of the Council entitled to vote are persons holding the academic position "Professor" or the scientific degree "Doctor of Sciences".

(6) As members of the Council under para. 5 for the purposes of the election shall be obligatorily included the members of the scientific organization, who occupy the academic position "Professor" or possess the scientific degree "Doctor of Sciences".

(7) In case of impossibility to fulfill the condition under para. 5 for participation in the specific procedure for acquiring the academic position "Professor" may be attracted external members who meet the requirements of para. 5.

(8) Within 14 days from the receipt of the report of the SJ the Scientific Council shall hold the election by the order of Art. 26, para. 16 of these Regulations.

(9) The candidates participating in the competition shall be notified in writing of the results of the election.

(10) The candidate who has won the competition shall be appointed by an order of the Director of IGIC from the date of his election by the Scientific Council and shall be obliged to take his post within 1 month after that date.

(11) Within two months after taking office, the elected Professor shall deliver a public academic lecture organized by IGIC. The topic of the lecture should be close to that of the competition.

(12) The persons, who have not taken office, shall lose the right to hold the respective academic position, except in the cases when they have been prevented by illness or prolonged business trip abroad, which is proved by a medical certificate or a copy of the order.

Chapter Six

ADDITIONAL PROVISIONS

Art. 1. (1) All acts of the Scientific Council of IGIC in connection with the acquisition of a

scientific degree or for holding of the academic positions under this Act may be appealed before the court by the order of the Administrative Procedure Code.

(2) The appeal of the acts under para. 1 does not suspend their implementation.

Art. 2. (1) In case of disagreement on the part of the candidates for academic positions with the decision of the Scientific Council, they shall submit within 5 days a motivated appeal to the Chairman of the Scientific Council and the Director of IGIC.

(2) The Director of IGIC within 14 days shall appoint one super-reviewer, who shall be obliged to present a written statement within one month.

(3) Within one week after the submission of the super-review, the Scientific Council shall organise a repeated detailed discussion of the qualities of the candidates in their presence and the appointed SJ for conducting the competition and the election. With an open vote of the members of the Scientific Council with more than half of the votes of the present, the Scientific Council makes a final decision.

Art. 3. (1) A person who has held the academic position "Chief Assistant", "Associate Professor", "Professor" or a corresponding academic position in another scientific organization or university in Bulgaria or in another European country in a thematic area corresponding to the needs of IGIC, may be assigned to the corresponding academic position without a competition by decision of the Scientific Council of IGIC, based on a motivated proposal of the Director of IGIC.

(2) The candidate shall submit an application to the Director of IGIC with the following documents:

1. *Curriculum vitae*, the form of which can be downloaded from the IGIC website;
2. Diploma for the educational and scientific degree "Doctor";
3. Diploma for the respective academic position;
4. List and prints of publications, participations in conferences and projects, inventions and other scientific and applied developments, the minimum number of which is defined in Art. 2 of these Regulations;
5. List of citations;
6. For Associate Professors and Professors - a written vision for the development of the topic in the next 5 years;
7. Information on teaching activities, if any;
8. Other materials illustrating the qualification of the candidate, if any.

(3) The Director may assign two of the members of the Scientific Council to prepare a written statement.

(4) Within one month from the submission of the documents the Scientific Council shall take a decision.

Art. 4. All announcements on the website under these Regulations also contain the date of publication. The date must coincide with the date of publication in the State Gazette. When the information is published only on a website, a protocol shall be drawn up for the authenticity of the content and the date, signed by the Chairman of the Scientific jury, by the Scientific Council and by at least one candidate in the procedure.

Art. 5. The materials on procedures, which contain classified information, shall not be published on the website of IGIC and in these cases persons possessing the respective access shall be elected as members of the Scientific jury; the meetings of the Scientific jury under Art. 4 are closed and the requirements of the Law for protection of classified information are applied.

Art. 6. The diplomas for the acquired educational and scientific degree "Doctor", for the scientific degree "Doctor of Sciences" and the diplomas for acquiring the academic positions "Chief Assistant", "Associate Professor" and "Professor" are issued by BAS upon proposal of the Director of the respective unit and are signed by the Director, by the Chief Scientific Secretary of BAS and by the President of BAS. Diplomas should be issued on special paper with laser protection. The awarding of diplomas should take place in a solemn way in the Great Hall of BAS.

Art. 7. (1) For recognition of diplomas for scientific degrees acquired abroad the candidates shall submit to the Training Center of BAS the following documents:

1. Application;
2. Abstract in Bulgarian and in the original language;
3. Notarized copy of the obtained diploma;
4. Certificate from the foreign unit, which has trained the doctoral student, for the exams passed by him.
5. List and copies of the author's publications cited in his abstract.

(2) Upon receipt of an application for recognition of documents, the Training Center of BAS shall establish a Commission consisting of 3 members, one of which shall be a rapporteur on the procedure - an expert in the given field. The other two members are from the AC of the Training Center of BAS. The Commission shall decide whether to recognize or reject the application.

Art. 8. The number of the occupied academic positions “Assistant”, “Chief Assistant”, “Associate Professor” and “Professor” is defined in the Regulations of the activities of IGIC.

Art. 9 (1) A person shall be dismissed from an academic position:

1. when it is established that the works or significant parts of them, on the basis of which a scientific degree has been obtained or an academic position has been occupied, have been written or created by another person;
2. when, in his capacity as a member of a Jury or of a Scientific Council, the person has given an opinion as a result of a crime committed by him, established by an effective sentence;
3. which has obtained a negative assessment in two consecutive attestations.

(2) In the cases under para. 1, items 1 and 2 shall be taken away the acquired scientific degree as well.

(3) The revocation of a scientific degree and the dismissal from office shall be carried out by the Director of IGIC, upon proposal of the Scientific Council.

Art. 10. The members of the SJ are paid fees in an amount depending on the respective procedure, determined as a percentage of the minimum wage for the country, in accordance with the Regulations on the terms and conditions for acquiring scientific degrees and holding academic positions at BAS.

Chapter Seven

TRANSITIONAL PROVISIONS

Art. 1. The procedures opened and not completed before the entry into force of this Act for acquiring a scientific degree and for holding an academic position shall be completed under the current conditions and order.

Art. 2. The holders of the educational and scientific degree “Doctor” and of the scientific degree “Doctor of Sciences”, acquired under the old Act on Scientific Degrees and Scientific Titles and under the current Act for Development of the Academic Staff in the Republic of Bulgaria are paid monthly remuneration while the person is on an employment contract and holds a position corresponding to a scientific position at the Bulgarian Academy of Sciences, at least in the amount of 1/3 of the minimum wage and 2/3 of the minimum wage, respectively.

Art. 3. The control over the implementation of these Regulations is assigned to the Director of IGIC.

These Regulations were adopted by a decision of the Scientific Council of IGIC from 22.11.2018, Minutes № 12 and from 18.04.2019, Minutes № 5. These Regulations are coordinated with the Regulations for implementation of the Academic Staff Development Act adopted by the Council of Ministers in the Republic of Bulgaria (Regulations of the ADASRB in force from 06.07.2018), with Decree № 26 of 13 February 2019 for amendment and supplement of the Regulations of the ADASRB (promulgated in SG, issue 15 of 19.02.2019) and with the Regulations for the conditions and the order for acquiring scientific degrees and for holding academic positions in BAS (in force from 29.10.2018).

Minimum requirements of BAS (A-F) and IGIC (G) to the scientific activity of the candidates for acquiring a scientific degree and for holding the academic positions "Chief Assistant", "Associate Professor" and "Professor".

Scientific Area 4. Natural Sciences, Mathematics and Informatics

Professional Field 4.2. Chemical Sciences

Table 1. Minimum required credits by indicator groups for the different scientific degrees and academic positions

Indicator group	Content	Doctor	Doctor of Sciences	Chief Assistant	Associate Professor	Professor
A	Indicator 1	50	50	50	50	50
B	Indicator 2	-	100	-	-	-
C	Indicator 3 or 4	-	-	-	100	100
D	Sum of Indicators from 5 to 10	30	100	-	220	220
E	Indicator 11	-	100	-	60	120
F	Sum of Indicators from 12 to 20	-	-	-	-	150
G*	Sum of Indicators from 21 to 29	-	-	-	70	120

* Additional requirements of IGIC to the scientific activities of the applicants for the academic positions "Associate Professor" and "Professor"

Table 2. Number of credits by indicators:

Indicator group	Indicator	Number of credits
A	1. Dissertation for acquiring the educational and scientific degree "Doctor"	50
B	2. Dissertation for acquiring the scientific degree "Doctor of Sciences"	100
C	3. Habilitation work – monograph or 4. Habilitation work – scientific works in journals refereed and indexed in world-renown data bases of scientific information (Web of Science and/or Scopus)	100 for a monograph 25 for a publication in Q1 20 for a publication in Q2 15 for a publication in Q3 12 for a publication in Q4 10 for a publication in a journal with SJR without IF

D	5. Published monograph not presented as the main habilitation work	30
	6. Published book on the basis of a defended dissertation for the educational and scientific degree "Doctor" or for the scientific degree "Doctor of Sciences"	20
	7. Scientific publication in a journal refereed and indexed in world renown data bases of scientific information (Web of Science and/or Scopus), outside the habilitation work	25 for a publication in Q1 20 for a publication in Q2 15 for a publication in Q3 12 for a publication in Q4 10 for a publication in a journal with SJR without IF
	8. Published chapter in a book or in a collective monograph	15
	9. Invention, patent or utility model for which a security document has been duly issued	25
	10. Published application for a patent or utility model	15
E	11. Citations in scientific journals, monographs, collective volumes and patents, refereed and indexed in world-renown databases of scientific information (Web of Science and Scopus)	2

F	12. Acquired scientific degree "Doctor of Sciences"	75
	13. Supervisor of a successfully defended doctoral student (n is the number of co-supervisors of the respective doctoral student)	50/n**
	14. Participation in a national scientific or educational project	10
	15. Participation in an international scientific or educational project	20
	16. Leadership of a national scientific or educational project	20
	17. Leadership of the Bulgarian team in an international scientific or educational project	50
	18. Acquired funds on projects lead by the applicant	1 credit for each 5000 Lv.

	19. Published university or high-school handbook	40/n
	20. Published university or high-school textbooks	20/n
G*	21. Hirsch index (H) (Scopus) H = 5 (minimum) for Associate Professor H = 10 (minimum) for Professor	H × 10
	22. Supervisor of a successfully defended doctoral student (n is the number of co-supervisors of the respective doctoral student)	50/n**
	23. Participation in a national scientific or educational project	10
	24. Participation in an international scientific or educational project	20
	25. Leadership of a national scientific or educational project	20
	26. Leadership of the Bulgarian team in an international scientific or educational project	50
	27. Acquired funds on projects lead by the applicant	1 credit for each 5000 Lv.
	28. Published university or high-school handbooks	40/n
	29. Published university or high-school textbooks	20/n

* Additional requirements of IGIC to the scientific activity of the candidates for the academic positions "Associate Professor" and "Professor". The activities under indicators 22-29 from group G should not repeat those (13-20) from group E.

** There is no division by the number of co-supervisors of the doctoral student, if they are from different scientific fields.

Notes:

1. Q1, Q2, Q3 and Q4 denote the four quartiles in which the Journal of Citation Reports (JCR) of the Web of Science and the Scimago Journal Rank (SJR) of Scopus (<https://www.scimagojr.com/>) arrange scientific journals with an impact factor (IF) in each scientific field. When reporting a publication in a journal that appears in more than one scientific field in the Web of Science and Scopus databases, the highest quartile for the respective journal for the year of publication is used. When reporting a publication in a journal that appears for the year in both the JCR quarters and the SJR quarters, the higher of these quartiles shall be used. If a quartile for the journal is not available for a publication in the year of publication, the available quartile for the year closest to it is used.

2. When reporting publications with more than 30 (thirty) co-authors, the applicant must have a

proven significant contribution. Significant contribution to a scientific publication shall be demonstrated in at least one of the following ways: (1) the applicant is first on the list of co-authors, (2) the applicant is listed in the publication as the author for correspondence, (3) the applicant submits a letter by the author for correspondence or by the publicly announced head of the research team, who prepared the publication, to certify the specific significant contribution of the candidate in this publication. The presence of letters certifying significant contribution in articles with more than thirty co-authors is checked in the procedure for checking the eligibility of candidates. The adequacy between the content of the letter and the content of the respective publication shall be certified in writing in the reviews and opinions of the members of the Scientific jury.

3. The fulfillment of the minimum national requirements is only a condition for admission to participation in the procedures under the ADASRB.

4. Habilitation work is a monograph or its equivalent articles, presented by the order of Art. 24, para. 1, item 3 or Art. 29, para. 1, item 3 of the ADASRB. In accordance with the requirement of Art. 24, para. 1, item 3 of the Act on the existence of "a monographic work or equivalent publications", Table 2 contains a formula for equating the monograph to an equivalent number of publications. Publications replacing the monograph are excluded from the number of publications evaluated by other indicators.

5. In the case of monographs with more than one author, there must be a separation protocol between the authors, and in order for the work to be considered monographic, the author must have a separate number of pages that meet the definition of a monograph. In case of authorship of a smaller number of pages, the participation of the respective author is considered as an article.

6. The system makes it possible to sum the coefficients within one group of indicators (C, D, F and G) so that internal compensation is made and the missing credits from one indicator are supplemented with credits from another.

7. For the academic position "Chief Assistant" - no activities on additional indicators are required after acquiring the educational and scientific degree "Doctor".

8. Subtracted from the total number of citations should be those in which the citing and the cited publication have at least one common author (i.e. auto-citations). Each cited publication is counted only once for a cited publication, regardless of how many times it is mentioned in the text of the cited article. Citations from all the candidate's works can be submitted, and those submitted for the purposes of one procedure cannot be used in another.

9. In case of international projects, only the funds that have been attracted for use by the Bulgarian participants included in the project and the funds that have been spent on the territory of Bulgaria shall be reported.

10. In case of a procedure for acquiring the academic position "Associate Professor" or "Professor", a habilitation work - extended reference for scientific contributions shall be attached, representing a short exposition in which the candidate describes the place of the conducted research in the respective scientific field and his/her personal contributions. The habilitation work must contain: i) Introduction, which briefly describes the essence of the studied scientific problems and their place among the researches of other researchers in this field; ii) Main scientific contributions, in which the candidate describes in detail and exhaustively the specific original scientific contributions with which he/she applies in the competition; iii) Bibliography in which the articles with which the candidate participates in the competition are clearly distinguished from the other articles of the candidate and from the articles of other authors.