

**RULES**  
**ON THE CONDITIONS AND PROCEDURE FOR ACQUIRING SCIENTIFIC**  
**DEGREES AND FOR TAKING ACADEMIC POSITIONS IN THE**  
**INSTITUTE OF ART STUDIES, BAS**

**Chapter One**  
**GENERAL PROVISIONS**

**Art. 1** (1) These Rules regulate the conditions, procedures and requirements for application of the Act on the Development of the Academic Staff in the Republic of Bulgaria (ZRASRB) in the Institute of Art Studies, procedures for admission and training of doctoral students, for obtaining scientific degrees and for holding academic positions. The Rules are in accordance with the Rules for Implementation of the Act on the Development of the Academic Staff in the Republic of Bulgaria (PPZRASRB) adopted by the Council of Ministers.

(2) The Institute of Art Studies in its activity 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 Rules for application of the Act for the Development of the Academic staff in the Republic of Bulgaria;
3. Statute of BAS;
4. The Rules of BAS;
5. These Rules;
6. The requirements, conditions, rules and decisions of the Scientific Panel of the Institute of Art Studies.

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

(4) In accordance with its specifics, the Scientific Panel of the Institute shall determine additional requirements to the candidates.

(5) The Scientific Panel of the Institute 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 Scientific Panel of the Institute Art Studies determines the conditions and the

order for transfer from an academic position to the same or to a respective academic position from another higher school or scientific organization, including from other European countries, without competition and choice;

4. Rules for determining the research workload in the Institute of Art Studies;
5. 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.

## **Chapter Two**

### **REQUIREMENTS TO CANDIDATES FOR ACQUIRING OF SCIENTIFIC DEGREES AND FOR OCCUPATION OF ACADEMIC POSITIONS AT THE INSTITUTE OF ART STUDIES**

**Art. 2.** Aiming to guarantee the high academic level of its staff, the Institute of Art Studies passed with a decision of the Scientific Panel the specific requirements for each academic degree and academic position are:

1. When defending a dissertation for obtaining the educational and scientific degree of doctor, the candidate must have the educational qualification degree of master, meet the requirements of the rules of the Training Center at BAS, the minimum requirements of BAS for the respective field of higher education or professional field, according to Annex № 1, an integral part of these rules, as well as the requirements determined by the Scientific Council of the Institute, according to Annex № 2, an integral part of these rules.

2. When defending a dissertation for obtaining the scientific degree of Doctor of Sciences, the candidate must have the educational and scientific degree of Doctor and meet the minimum requirements of BAS for the respective field of higher education or professional field, as well as the requirements set by the Scientific Panel of the Institute of Art Studies.

3. Candidates for academic positions must meet the following criteria:

- 3.1. A candidate for the academic position of Assistant must have a Ph.D. master.

- 3.2. A candidate for the academic position of Chief Assistant must have the educational and scientific degree of Doctor and meet the minimum requirements of BAS for the respective field of higher education or professional field, as well as the requirements set by the Scientific Panel of the Institute.

Candidate for the academic position of Associate Professor must have the educational and scientific degree of Doctor, have the required by ZRASRB work experience and

meet the minimum requirements of BAS for the relevant field of higher education or professional field, as well as the requirements set by the Scientific Panel of the Institute of Art Studies.

3.3. Candidate for the academic position of Professor must have the educational and academic degree of Doctor, have the required experience in ZRASRB and meet the minimum requirements of BAS for the relevant field of higher education or professional field, as well as the requirements set by the Scientific Panel of the Institute of Art Studies.

3.4. The assessment of compliance with the minimum requirements of BAS for the respective field of higher education or professional field and with the requirements set by the Scientific Panel of the Institute of Art Studies, as well as the assessment of academic results, academic contribution and originality of the submitted works for acquiring the scientific degrees and for holding the academic positions of Chief Assistant, Associate Professor and Professor shall be made by an academic jury, established and functioning under the conditions and by the order of ZRASRB, PPZRASRB and these rules.

3.5. A candidate for the academic position of Professor in all fields will have an advantage, other things being equal, if he holds the degree of Doctor of Science.

4. Candidates for the scientific degree of Doctor of Science and for the academic position of Professor must have a clearly defined scientific field in which they are leading researchers.

### **Chapter Three**

#### **ADMISSION AND TRAINING OF DOCTORAL STUDENTS AND SPECIALISTS IN THE INSTITUTE OF ART STUDIES**

**Art. 3.** (1) The procedure for admission of full-time and part-time doctoral students shall be determined by the Rules for the activity of the Training Center (TC) at BAS and the Scientific Panel (SP) of TC. This procedure is annual and begins with an application from the TC, approved by the President of BAS, for determining the appropriate number of places for doctoral studies - state procurement to the Council of Ministers (CM) within the fields of higher education, professional fields and doctoral programs for which BAS has received accreditation for training in the educational and scientific degree of Doctor from the National Agency for Assessment and Accreditation (NAAA).

(2) The candidates for doctoral students, who have a diploma for the educational-qualification degree Master at least very good (4.50), shall be admitted to the competition.

(3) The competition for doctoral students shall consist of a written and oral examination in the field of the doctoral program on a syllabus, adopted by the Scientific Panel of the Institute of Art Studies and an examination in one foreign language chosen by them. The examination in the scientific field (written and oral) is conducted by a commission, which is proposed by the Scientific Panel of the Institute of Art Studies and is appointed by the director. The foreign language exam is conducted by a commission, which is determined by the TC.

(4) Candidates for doctoral students shall be admitted to an oral examination in the scientific field upon success in the written examination not lower than very good (4.50).

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

**Art. 4.** (1) The enrollment of the full-time and part-time doctoral students shall take place upon proposal of the Scientific Panel on the basis of the results of the competition.

(2) The chairman of the examination commission with a substantiated report before the Scientific Panel may request an additional place from the TC, BAS for a candidate who has shown excellent results in the examinations in the scientific field. The application is sent to the TC, BAS after a positive decision of the Scientific Panel.

(3) A contract shall be concluded with the newly enrolled doctoral students for the conditions, rights and obligations of the Institute of Art Studies and the doctoral student during the training.

(4) After approval of the topic of the dissertation work and approval by the Scientific Panel of the research supervisor / consultant, the Director of the Institute of Art Studies shall sign an annex to the contract for training with the research supervisor of the doctoral student.

(5) The full-time and part-time doctoral students and the doctoral students of independent preparation shall become members of the plenary composition of the sector or the research group, in which their scientific supervisor or consultant is a member for the term of their training.

(6) A candidate for enrollment in a doctoral program of independent preparation shall report his / her results to the sector / IG. In the absence of at least 5 habilitated persons in the primary academic unit, specialists in the field of procedure, the seminar is expanded by order of the Director with external habilitated persons. In case of a positive assessment, the Scientific Panel of the Institute of Art Studies enrolls the candidate in a doctoral program for independent preparation.

(7) A habilitated person shall be elected as a scientific supervisor of a doctoral student.

(8) The supervisor together with the doctoral student prepares an individual plan for training and work, which is discussed at an (extended) meeting of the sector / research group and approved by the Scientific Panel.

(9) At the end of each year of the doctoral student's training the Scientific Panel shall accept the implementation of the individual plan.

(10) The topic of the dissertation is proposed by the doctoral student and his / her research supervisor. After discussion by the (extended) composition of the sector / group, the topic is approved by the Scientific Panel.

(11) The Scientific Panel may adopt a change in the topic exceptionally and not later than 6 months before the end of the doctoral term. The request for change is approved by the sector / group with the consent of the supervisor, after which it is submitted for approval to the Scientific Panel.

(12) The doctoral student may request a change of his / her supervisor with a reasoned statement before the Scientific Panel.

(13) The research supervisor may request to resign from the scientific management of the doctoral student in case of systematic non-fulfillment of the obligations by the doctoral student with a reasoned statement before the Scientific Panel.

(14) For conducting examinations, doctoral minimums, the director appoints a commission of 3 habilitated persons, which includes the scientific supervisor.

(15) The scientific supervisor may not be chairman of the commission.

(16) The proposal for the composition of the commission shall be made by the head of sector / research group at least 15 days before the date of the examination.

(17) The order shall be issued at least 1 week before the date for conducting the examination.

(18) The doctoral student annually presents for discussion to the sector / group the results of his/her dissertation work.

(19) Before the end of the preparation period, the doctoral student shall submit a report on his / her results to the sector / research group to which he / she is assigned.

(20) A doctoral student who fails to submit within the term under para. 19 report on the results achieved by him/her before the sector / group, to which he/she is assigned, shall be deducted without the right of defense by order of the director.

(21) Doctoral students have the right to interrupt their studies for valid reasons within one year, and for maternity - up to two years. The interruption of the doctoral studies is carried out after the submission of a motivated letter, which is considered by the Scientific Panel of the Institute.

(22) The supervisor gives a written opinion on the work of the doctoral student during the year to the sector / research group and submits it to the Scientific Panel.

(23) The sector / research group gives an opinion on the implementation of the individual curriculum and an assessment of the doctoral student's activity during the year.

(24) The sector / research group makes annual recommendations for the further development of doctoral studies.

**Art. 4a** (1) The admission and training of specialists in the Institute of Art Studies is carried out in accordance with the Rules of the TC and the Academy of Sciences at the Bulgarian Academy of Sciences.

(2) A person with at least an educational and scientific degree of doctor may be enrolled as a specialist in the Institute of Art Studies.

(3) The training of specialists shall be done by a decision of the Scientific Panel, upon proposal of the sector/research group.

(4) Scientific Panel shall elect a person with scientific degrees and an academic position in the respective specialty as a consultant to the specialist.

(5) The trainee shall become a member of the plenary composition of the sector/research group, in which his/her consultant is a member, for the duration of the training.

(6) The consultant together with the trainee prepares an individual plan for training and work, which is discussed and adopted by the (extended) staff of the sector /research group and is provided for information to the Scientific secretary and the Chairman of the Scientific Panel.

(7) At the end of the specialization the Scientific Panel shall accept the reports for the conducted training and work of the consultant and the trainee. Based on them, the Scientific Panel decides whether to issue a certificate of specialization.

## **Chapter Four**

### **DEFENSE OF DISSERTATION WORKS FOR OBTAINING THE EDUCATIONAL AND SCIENTIFIC DEGREE DOCTOR AND THE SCIENTIFIC DEGREE DOCTOR OF SCIENCE IN INSTITUTE OF ART STUDIES**

**Art. 5.** (1) The finished dissertation is officially submitted to the Administrative Services Department by a decision of the sector /research group, at the suggestion of the supervisor.

(2) After the official submission of the finished dissertation, the Institute of Art Studies is obliged to organize internal defense within one month.

(3) The procedures for defense of a dissertation for the educational and scientific degree of Doctor and of a dissertation for the scientific degree of Doctor of Sciences shall begin with preliminary defense of a project of the work and of the author's abstract before the sector /research group. The sector / research group assesses whether the dissertation work meets the minimum requirements of BAS and the requirements adopted by the Scientific Panel of the Institute.

(4) At a meeting under Par. 3, at least 5 habilitated persons are present in a doctor

procedure and at least 7 in a doctor of science procedure, specialists in the field of the dissertation and / or in a related field, of which at least 3, respectively 4, are professors or doctors of sciences.

(5) The meeting ends with the passing of a decision concerning the quality of the work offered and a positive opinion is offered to the Scientific Jury (SJ).

(6) The minutes of the sitting shall be sent to the Scientific Panel of the Institute of Art Studies.

(7) In case of a negative opinion, the Scientific Panel proposes revision or additional work on the dissertation in the framework of 6 months.

**Art. 6.** (1) The scientific juries are formed according to the requirements of Art. 9 and Art. 13, Par. 1 of the Act on the Development of the Academic Staff in the Republic of Bulgaria (ADASRB). The members of the SJ should meet the minimum national requirements in accordance with Art. 26, Par. 2 and 3 of (ADASRB) and the requirements of the Scientific Panel of the Institute of Art Studies. Persons with a past service as agent of the secret police may not be elected as members of the SJ in procedures for awarding degrees and in competitions for academic positions in the Institute. The definition of external members of the SJ refers to scientists who for the last 5 years have not had an employment relationship with the Institute of Art Studies as of the date of its approval. The scientific supervisor (consultant) of the doctoral student may not be a member of the jury, except under the conditions of § 40 of the transitional and final provisions of the Law for amendment and supplement of ADASRB, SG, issue 30 of 2018, in force from 04.05. 2018).

(2) The Scientific Jury for the dissertation is appointed with an order of the Director of the Institute of Art Studies in accordance with the recommendations of the Scientific Panel of the department / working group.

(3) In the composition of SJ under Para. 2, two additional members are always provided: 1 internal and 1 external, who must also meet the respective minimum national requirements under Art. 2b, para. 2 and 3 of ADASRB.

(4) The meetings of the SJ, appointed under para. 2, shall be considered regular if all appointed 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, shall be convened on the initiative of the Director of the Institute of Art Studies. At this meeting, the members of the SJ elect from among their members a chairman and two reviewers in the procedure for the degree of doctor and three reviewers in the procedure for the degree of doctor of sciences.

**Art. 7.** (1) The date and time of the open session of the Scientific Jury for the defense of the dissertation work in accordance with Art. 11 of ADASRB is placed on the internet pages of BAS and the Institute of Art Studies two weeks before the meeting is to be held.

(2) Within the term under the preceding paragraph the dissertation work of the candidate shall be provided to those wishing to get acquainted with it at the Institute of Art Studies.

**Art. 8.** (1) In case of successful defense the decision of SJ shall be final and shall enter into force from the moment of its taking.

(2) After the completion of the procedures, 1 copy of the dissertation work and the abstract shall be obligatorily deposited on paper and on electronic carrier in the library of the Institute, where they should be available for use.

(3) One copy of the dissertation work and the abstract shall be obligatorily deposited on paper and on electronic carrier and in NCID.

(4) In case of unsuccessful defense Art. 33, Para. 4 of ADASRB is applied.

## **Chapter Five**

### **OCCUPATION OF ACADEMIC POSITIONS IN THE INSTITUTE OF ART STUDIES**

**Art. 9.** (Amended 30.07.2021) (1) The academic position of assistant at the Institute of the Art Studies, BAS shall be held after conducting a competitive procedure and a positive decision of the Academic Council on a fixed-term employment contract.

(2) The decision of the Academic Council for initiating a procedure for holding the position of assistant shall be taken upon a motivated proposal by the Director of the Institute and shall be published on the website of the Institute within 7 (seven) working days from its adoption. The deadline for submission of documents is one month from the date of publication.

(3) The candidates shall submit a motivated application, CV, diploma for Master's degree in the specialty for which the procedure has been announced, diploma for Ph.D., if the candidate has one, medical certificate, criminal record certificate, internship certificate in the specialty, if any, list of publications.

(4) Within three days after the term for submission of documents has expired, the Standing Commission on the Regularity of the Documents at the Institute of Art Studied shall check the submitted documents for compliance with the requirements in the announcement, for which it shall draw up a protocol. Candidates not admitted to participate in the procedure shall be notified in writing within three days from the preparation of the minutes of the SC, indicating the reasons for the refusal. Within 3



(three) working days from the date of the announcement, the ineligible candidates may make a written objection to the director, who shall rule within 3 (three) working days from its receipt. The decision of the director is final.

(5) The admitted candidates shall be notified in writing of the date, time and place of the interview.

(6) A commission of 3 (three) habilitated persons in the specialty of the procedure, approved by the Academic Council, shall conduct an interview with the candidates within 1 (one) working week after the expiration of the term for submission of objections and/or after the decision of the Director if such are submitted.

(7) The Commission shall rank the candidates and announce the results in their presence. Within three days, the minutes of the interview shall be submitted to the Academic Council.

(8) The Academic Council shall approve the ranking not later than two working weeks after receiving the minutes for the conducted interview.

(9) The decision of the Academic Council shall determine the term of the employment contract, which may not be longer than 4 (four) years.

(10) Side from the conditions under par. 1 - 9, a doctoral student, expelled with the right to defense, but who has not completed the procedure for defense of his / her dissertation, may be appointed to the academic position of assistant. The appointment is made by the director after a decision of the Academic Council, on an employment contract for a period not exceeding 2 (two) years.

(11) After the expiration of the term under para. 9 and para. 10 a new employment contract with the same person for holding the academic position of assistant may not be concluded.

**Art. 10.** (1) The academic position of Chief Assistant shall be held on the basis of competition and selection by a person who meets the minimum requirements of BAS for the respective field of higher education or professional field, the requirements determined by the Scientific Panel of the Institute of Art Studies and has an educational scientific degree Doctor.

(2) The competition for holding the academic position of Chief Assistant shall be announced by a decision of the Scientific Panel of the Institute of Art Studies on a motivated proposal of the Director of the Institute or on the proposal of a sector / working group. The motives should include arguments for the necessity of such a position for the development of the thematic of the department.

(3) The competition shall be announced under the conditions of Art. 3, Para. 1 of ADASRB.

- (4) The competition under Para. 2 shall be announced in the State Gazette with a term for submission of the documents not less than 2 months.
- (5) The candidates in the competition shall submit an application for admission, accompanied by the documents under Art. 19 of the ADASRB.
- (6) Before the term under Para. 4 expires the Scientific Panel of the Institute of Art Studies proposes to the Director a composition of a 5-member SJ. The members of the Scientific Jury must meet the relevant minimum national requirements under Art. 2b, Para. 2 and 3. The director shall appoint the jury not later than two months after the announcement in the State Gazette in compliance with the requirements of Art. 20, Para. 1 of ADASRB. Under the definition external members of the SJ should be understood scientists who do not have an employment relationship with the Institute of Art Studies and have not had such in the last 5 years.
- (7) The regularity of the documents of the participants in the competition shall be checked by a commission composed of: the scientific secretary (chairman), the head of Human Resources and the coordinator of scientific activity, appointed by the Director of the Institute. Candidates who meet the legal requirements, including the minimum national requirements under Art. 2b, Para. 2 and 3 of ADASRB, as well as the requirements of BAS, adopted in accordance with Art. 2b, Para. 5 of ADASRB. Candidates shall be notified in writing of the results of the checkup within 14 days.
- (8) The competition shall be conducted on the basis of documents not later than one month from the sending of the notification under the preceding paragraph.
- (9) At the beginning of the final session the candidates shall make a short presentation on a topic of their choice, corresponding to the announced competition, and shall answer questions of the members of the jury. By decision of the Scientific Panel, the interview may include other issues that are thematically related to the competition.
- (10) Each member of the SJ evaluates the candidates separately.
- (11) For the results of the competition SJ shall draw up a protocol.
- (12) On the basis of the protocol under Para. 12 the Chairman of the SJ prepares a report, signed by all members of the SJ, which contains a motivated proposal for election and submits it not later than 7 days after the competition to the Scientific Panel.
- (13) Within 14 days from the receipt of the report under the preceding paragraph, the Scientific Panel shall hold the election. At least  $\frac{2}{3}$  of the reduced list of the Scientific Panel must participate in the election. Decisions shall be taken by secret ballot and by a majority of more than half of the reduced list. The list of members of the Scientific Panel may not be reduced by more than one-sixth, reducing only members who are abroad, absent due to illness or are granted extended leave.
- (14) All candidates who took part in the competition shall be notified in writing of the results of the examination and the selection made.
- (15) 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 Panel and shall be obliged to take his/her position within 1 month after that date.

**Art. 11.** (1) The competition for holding the academic position of Associate Professor shall be announced by a decision of the Scientific Panel upon a motivated proposal by the Director of the Institute of Art Studies. In the motives it should be declared the necessity for such a position for the further development of the relevant subject in the problems covered by the sector and the academic and research workload, expressed in the provided scientific engagements of the person holding the position.

(2) The competition under Para. 1 shall be announced in the State Gazette with a term for submission of the documents of 2 months.

(3) The candidates for participation in the competition shall submit an application for admission, accompanied by the documents under Art. 19 of ADASRB, additionally a list of citations. Medical certificates and criminal record certificate are not required for applicants employed by the Institute. Before the expiration of the term under Para. 2, the Director shall appoint SJ with a composition proposed by the Scientific Panel in compliance with the requirements of Art. 25 of ADASRB. The members of the scientific jury must meet the relevant minimum national requirements under Art. 2b, Para. 2 and 3. The seven-member jury shall include at least three professors. External members of the SJ are scientists who at least 5 years before the day of approval of the composition of the SJ did not have an employment relationship with the Institute of Art Studies.

(4) The regularity of the documents of the participants in the competition shall be checked by a commission composed of: the scientific secretary (chairman), the head of Human Resources and the coordinator of scientific activity, appointed by the Director of the Institute of Art Studies, within one week. Candidates shall be notified in writing of the results of the checkup within 14 days.

(5) SJ shall hold the competition within 6 months from its announcement in the State Gazette. Candidates who meet the legal requirements, including the minimum national requirements under Art. 2b, Para. 2 and 3 of ADASRB, the requirements of BAS according to Art. 2b, Para. 5 of ADASRB and the requirements of the Institute of Art Studies can take part.

(6) The scientific jury shall evaluate the candidates for holding the academic position of Associate Professor in accordance with the results of the inquiries under Art. 26, Para. 1 of ADASRB and the requirements for holding the position adopted by the Scientific Panel of the Institute of Art Studies. Each SJ member evaluates the candidates individually.

(7) For the results of the competition the SJ shall draw up a protocol.

(8) On the grounds of Para. 7, the Chairman of the SJ prepares a report, signed by all members of the SJ, which contains a motivated proposal for election and submits it not

later than 7 days to the Scientific Panel.

(9) Within 14 days from the receipt of the report under Para. 8 the Scientific Panel shall conduct the election by order of Art. 10, Para. 14 of these Rules.

(10) The candidates participating in the competition shall be notified in writing of the results of the selection.

(11) The candidate who has won the competition shall be appointed by an order of the Director from the date of his/her election by the Scientific Panel and must take the position within 1 month after this date.

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

**Art. 12** (1) The competition for the academic position of Professor is announced by a decision of the Scientific Panel of the Institute of Art Studies on a motivated proposal of the Director of the Institute. The motives justify the need for such a position for the development of the relevant field in the research work of the unit and substantiate the research workload, expressed in the provided scientific commitment of the candidate.

(2) The competition under Para. 1 shall be announced in the State Gazette with a term for submission of the documents not shorter than 2 months.

(3) The candidates for participation in the competition shall submit an application for admission, accompanied by the documents under Art. 19 of the ADASRB and a list of citations. Medical certificates and certificate for no previous convictions are not required for applicants employed by the Institute.

(4) Before the expiration of the term under Para. 2, the Director of the Institute of Art Studies shall appoint SJ with a composition proposed by the Scientific Panel in compliance with the requirements of Art. 29a of ADASRB, as at least four of the members of SJ are professors or doctors of sciences. The members of the scientific jury must meet the relevant minimum national requirements under Art. 2b, Para. 2 and 3. External members of the SJ are scientists who at least 5 years before the day of approval of the composition of the SJ have not had an employment relationship with the Institute.

(5) (Amended - 29.10.2018) The regularity of the documents of the participants in the competition shall be checked by a commission composed of: the scientific secretary (chairman), the head of Human Resources and the coordinator of scientific activity, appointed by the director of the Institute of Art Studies, within one week after the deadline for submission of documents. Candidates shall be notified in writing of the results of the checkup within 14 days.

(6) The SJ shall hold the competition within 6 months from its announcement in the State Gazette. Persons who meet the requirements of Art. 29, Para. 1 and 2, including the minimum national requirements under Art. 2b, Para. 2 and 3, respectively of the requirements under Art. 2b, Para. 5 of ADASRB can participate.

- (7) Each member of the SJ evaluates the candidates separately.
- (8) With equal other indicators, the candidates, holding the scientific degree of Doctor of Sciences, have an advantage in the assessments of the SJ.
- (9) For the results of the competition the SJ shall draw up a protocol.
- (10) On the grounds of Para. 9, the Chairman of the SJ prepares a report, signed by all members of the SJ, which contains a motivated proposal for election, and submits it not later than 7 days in the Scientific Panel.
- (11) For the election of a Professor it is necessary at least 1/3 of the members of the council with voting rights to be professors or doctors of sciences. If necessary, in order to conduct the specific election, the Scientific Panel may be expanded with members of the academic staff, holding the academic position of Professor or holding the scientific degree of Doctor of Science.
- (12) Within 14 days from the receipt of the report under Para. 10 Scientific Panel shall conduct the election by the order of Art. 10, Para. 14 of these rules.
- (13) The candidates who have participated in the competition shall be notified in writing of the results of the selection.
- (14) 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 Panel and must take the position within 1 month after this date.
- (15) Within two months after taking office, the elected professor shall deliver a public academic lecture organized by the Institute of Art Studies. The topic of the lecture should be close to that of the competition.

### **ADDITIONAL PROVISIONS**

§ 1. The diplomas for awarded educational and scientific degree Doctor and for scientific degree Doctor of Sciences, as well as the certificates for election of the academic positions Chief Assistant, Associate Professor and Professor are issued by BAS upon proposal of the director of the Institute of Art Studies and are registered in NCID.

§ 2. The members of SJ are paid fees from the budget of the Institute of Art Studies in an amount depending on the respective procedure, determined by the General Assembly of BAS.

### **TRANSITIONAL AND FINAL PROVISIONS**

§ 4. Procedures, which have started before the changes in ADARB and RIADASRB and have been suspended due to their entry into force, shall continue in accordance with the new requirements.

§ 5. The holders of the educational and scientific degree of Doctor and of the scientific degree of Doctor of Sciences shall be paid a monthly remuneration, if the person is on an employment contract and holds a staff position corresponding to a scientific position in the Institute of Art Studies.

§ 6. The control over the implementation of these rules shall be assigned to the Director of Institute of Art Studies.

§ 7. These rules were adopted by the Scientific Panel of the Institute of Art Studies at a meeting held on 23.11.2018.

*Appendix № 1*

**Minimum requirements of BAS**

to the scientific and teaching activity of the candidates for acquiring a scientific degree and for holding the scientific position of Chief Assistant, Associate Professor and Professor in scientific and professional fields, defined according to the Classifier of the fields of higher education and professional fields, approved by Decree № 125 of the Council of Ministers dated 2002 (SG, issue 64 of 2002).

(Decision of the General Assembly of BAS dated 22.10.2018)

### Scientific Field 8. Arts

*Professional field 8.1 Theory of Arts, 8.2 Fine Art, 8.3 Music and Dance Art, 8.4 Theater and Film Art*

Table 1. Minimum required points by groups of indicators for different scientific degrees and academic positions

Group of indicators	Contents	Doctor	Doctor of Sciences	Chief Assistant	Associate Professor	Professor
A	Indicator 1	50	50	50	50	50
Б	Indicator 2	-	100	-	-	-
В	Sum of indicators from 3 to 5	-	-	-	100	100
Г	Sum of indicators from 6 to 15	30	60	-	120	150
Д	Sum of indicators from 15 to 19	-	50	-	40	80
Е	Sum of indicators from 20 to the end	-	-	-	50	120

Table 2. Number of points according to the indicators

Group of indicators	Indicator	Number of points
A	1. Dissertation for acquiring the educational and scientific degree "Doctor"	50
Б	2. Dissertation for acquiring the educational and scientific degree "Doctor"	100
B	3. Habilitation work – published monograph in the relevant scientific field	100
	4. Realized author's art production (film, stage production, exhibition, concert, etc.)	50
	5. Leading (individual) creative presentation in the arts	35
Г	6. Published monograph which has been presented as the main habilitation work	100
	7. Published book on the basis of a defended dissertation for acquiring an educational and scientific degree "Doctor" or for acquiring a scientific degree "Doctor of Sciences"	75
	8. Articles and reports published in scientific journals, referenced and indexed in world-famous databases of scientific information	30/n
	9. Articles and reports published in special art publications	15/n
	10. Studies published in scientific journals, referenced and indexed in world-famous databases of scientific information	45/n
	11. Studies published in special art publications	30/n
	12. Realized short author's product in the field of arts	30/n
	13. Leading (or independent) creative presentation in the field of arts, which is not the main habilitation work	35



Group of indicators	Indicator	Number of points
	14. Supporting creative work or participation in a collective product in the field of arts	10
	15. Published chapter from a collective monograph	20/n
Д	16. Citations or reviews in scientific journals, referenced and indexed in world-famous databases of scientific information or in monographs and collective volumes	15
	17. Citations in monographs and collective volumes with scientific review	10
	18. Citation or review in non-peer-reviewed journals with scientific review	5
	19. Reviews of realized author's products or creative presentations in specialized editions in the field of arts	10
Е	20. Acquired scientific degree "Doctor of Sciences"	40
	21. Management of a successfully defended doctoral student (n is the number of supervisors of the respective doctoral student)	40/n
	22. Participation in a national scientific, educational or artistic project	15
	23. Participation in an international scientific, educational or artistic project	20
	24. Management of a national scientific, educational or artistic project	30
	25. Management of an international scientific, educational or artistic project	40

Group of indicators	Indicator	Number of points
	26. Published university textbook or textbook used in the school network	40/n
	27. Published university training manual or manual used in the school network	20/n
	28. Supervision of a master class, workshop or workshop in the field of arts	20
	29. Artistic presentation in a master class, atelier, workshop in the arts	5
	30. Awards in art competitions and presentation presented by national professional forums and organizations	10
	31. Awards in art competitions and presentation presented by international professional forums and organizations	20

*Appendix № 2*

**Additional Requirements**

for the candidates for awarding the educational and scientific degree Doctor and Doctor of Science and for holding academic positions at the Institute of Art Studies

Defense of dissertations for the acquiring the educational and scientific degree of Doctor and the scientific degree of Doctor of Art Studies

1. For the defense of the educational and scientific degree Doctor it is required:
  - 1.1. Dissertation work of a volume of not less than 120 pages of plain text, without appendices, bibliography, illustrations, literary and musical examples or statistical data.

1.2. At least 3 publications on the topic in scientific journals. At least one of them must be printed.

2. For the defense of scientific degree Doctor of Art Studies:

2.1. Dissertation work (scientific monograph) in a volume of not less than 150 pages of plain text, without appendices, bibliography, illustrations, literary and musical examples or statistical data.

2.2. The topic and the content of the doctorate must be different from the topic and the content of the dissertation for Doctor.

3. For holding academic positions:

3.1. Assistant: at least 2 publications in scientific journals and at least 1 participation in a scientific forum

3.2. Chief Assistant: at least 3 publications in the scientific field of the competition in scientific journals and at least 2 participations in scientific forums

3.3. Associate Professor:

3.3.1. Habilitation thesis (monograph, printed or accepted for publication), other than the doctorate, in a volume of not less than 100 pages (1800 characters /p.) plain text, without appendices, bibliography, illustrations, literary and musical examples or statistical data

3.3.2. At least 5 publications in scientific journals, other than publications for the acquisition of the educational and scientific degree Doctor

3.3.3. At least 5 participations in scientific forums

3.3.4. Not less than 5 citations in scientific journals

3.4. Professor:

3.4.1. Scientific monograph, printed or accepted for publication, other than doctoral or doctoral dissertations, in a volume of not less than 100 pages (1800 characters /p) plain text, without appendices, bibliography, illustrations, literary and musical examples or statistical data

3.4.2. At least 10 publications in scientific journals following the Associate Professor term, of which 5 in reviewed and peer-reviewed journals or in international scientific journals

3.4.3. At least 7 participations in scientific forums after the term of Associate Professor

3.4.4. Not less than 15 citations in scientific journals

