

RULES

FOR THE ADMISSION OF DOCTORAL STUDENTS TO THE UNIVERSITY OF NATIONAL AND WORLD ECONOMY

Chapter One

GENERAL PROVISIONS

Art. 1. (1) This rulebook governs the terms and conditions for application and admission of doctoral students to the University of National and World Economy (UNWE).

(2) Bulgarian nationals and foreign citizens may apply for education at the educational and scientific degree of PhD.

(3) The Bulgarian nationals may apply for education under the terms and conditions laid down in chapter two and chapter four.

(4) The citizens of member states of the European Union (EU) and the European Economic Area (EEA) may apply for education under the terms and conditions laid down in chapter two and chapter four.

(5) The citizens of states outside the EU and the EEA may apply for education under the terms and conditions laid down in chapter three.

Art. 2. (1) (amended – Decision of Academic Council № 4/8-10.11.2018) Foreign citizens may apply for education in any of the announced by the university doctoral degree program in case they have obtained a document certifying that they have successfully passed an exam in the Bulgarian language.

(2) (amended – Decision of Academic Council № 4/8-10.11.2018) Foreign citizens may apply for education in doctoral degree programs with instruction in a foreign language that have been endorsed and announced by UNWE.

Chapter Two

REQUIREMENTS FOR APPLICATION AND TERMS AND CONDITIONS FOR THE ADMISSION OF BULGARIAN NATIONALS AND CITIZENS OF EU AND EEA TO FULL-TIME AND PART-TIME DOCTORAL DEGREE STUDIES

Art. 3. (1) Doctoral students' admission is carried out through a competition. The competition is held no earlier than a month after the expiry of the deadline for the submission of documents.

(2) Those who may apply for the competition are the ones that have acquired the educational and qualification degree of master with an average grade from the diploma of at least good (4,00).

(3) The applicants for for the competition shall submit the following documents to the Doctoral Degree Sector within a period of at least two months after the competition's promulgation in the *State Gazette*:

1. (amended – Decision of Academic Council № 4/8-10.11.2018) an application to the rector (in a unified form, including the mandatory requirement that the applicant should submit a current electronic address for correspondence);

2. CV;

3. Diploma for graduation from university – master's degree (with the academic transcripts), or *notarial* certificate stating that the *copy* is true;

4. decision of UNWE's Academic Council or a certificate issued by the Ministry of Education and Science and/or Order issued by UNWE's Rector certifying the acknowledgement of the Master's degree in case the diploma has been issued by a school of higher education abroad.

5. a list of publications, of patents and other documents (if there are such), certifying their interests and achievements in the respective scientific field;

6. a document certifying that the fee for participation in the doctoral degree competition has been paid.

(4) Within three working days upon the expiry of the deadline for the submission of documents, the latter shall be sent to the faculties in the departments of which the doctoral degree studies have been announced.

(5) (amended – Decision of Academic Council № 4/8-10.11.2018) The dean is to set up a panel that will consider the admission of applicant doctoral students to the competition and this panel comprises the dean, the head of the department in which the training is to be held, and a lecturer from the doctoral degree program in which training is to be held who is to be proposed by the head of the department.

(6) Within three days upon the receipt of the documents in the faculty, the dean is to send a report containing the proposed composition to the rector, who in turn issues an order for its appointment.

(7) The panel shall consider the applicants' documents and shall decide whether they meet the admissibility requirements under the Law for the development of academic staff in the Republic of Bulgaria (LDASRB), the rules for the law's application and this rulebook. Within 20 days upon the expiry of the deadline for the document submission the panel shall make a decision about the admission to the competition or make a well grounded decision for non-admission to the competition. The panel's decision is to be presented in the form of a record.

Art. 4. (1) The deans of the faculties in which doctoral students are to be trained shall send letters with acknowledgment of receipt to the applicants, notifying them of the results of their admission to participation in the competition, unless the applicants have not been notified of this admission in person against signature.

(2) No later than a month before the date of the first exam, the admitted applicants shall be notified about the date, hour and place where the exams are to be held, and this letter of notification should contain the exam syllabuses. Within the same time limit the applicants that have not been admitted shall be notified, and the letters should contain the grounds on which they have not been admitted.

(3) (amended – Decision of Academic Council № 4/8-10.11.2018) The applicants that have not been admitted to participation in the competition within a 7-day time limit as of the day of their notification are entitled to make an objection to the dean of the faculty in which academic training is to be conducted. In such a case, within a 3-day time limit as of receipt of the objection, the dean shall appoint a panel with a new composition that should decide on the objection within 5 days of the issued order. Within a 2-day time limit of the receipt of the panel's report on the objection and based on the report, the dean shall come up with a grounded decision that is deemed final.

Art. 5. (1) The competition exams comprise an exam on the specialty and in a foreign language and the applicant may choose among English, French, German, Spanish and Russian.

(2) (amended – Decision of Academic Council № 3/11.07.2018) The exam syllabuses for the exam on the specialty are to be drafted by the departments and should encompass the whole material that is the subject matter of the respective competition.

(3) (New – Decision of Academic Council № 3/11.07.2018, amended – Decision of Academic Council № 4/8-10.11.2018) The exam syllabus comprises two sections:

a) section one that contains two modules and information about the form of the written exam for each module;

b) section two that presents the requirements for the work on the two modules and the assessment criteria, depending on the chosen form.

(4) (New – Decision of Academic Council № 3/11.07.2018, amended – Decision of Academic Council № 4/8-10.11.2018) The written exam under section one of the exam syllabus comprises two modules:

a) module one – a test or a piece of writing on a specific topic from the exam syllabus;

b) module two – an essay or the resolution of a case study or of a practical problem.

(5) (New – Decision of Academic Council № 3/11.07.2018, amended – Decision of Academic Council № 4/8-10.11.2018) The exam syllabuses as well as the requirements for the preparation and the assessment of tests, writing on a specific topic from the exam syllabus, essay writing or the resolution of a case study or of a practical problem are to be adopted by the departmental council and submitted for endorsement by the vice rector in charge of R&D.

The endorsed exam syllabuses are to be stored at the Doctoral Studies Sector.

(6) (New – Decision of Academic Council № 3/11.07.2018) Each faculty shall provide each applicant doctoral student with the respective exam syllabus within the time limit under art. 4, para 2.

Art. 6. (1) The competition exams are to be held by panels appointed under an order on the announced competitions issued by the vice rector in charge of R&D.

(2) (amended – Decision of Academic Council № 3/11.07.2018) The members of the panels that will hold the exam on the specialty are proposed by the head of the department that is to carry out the education based on a decision made by the departmental council. With regard to the composition of the panels, priority is given to the lecturers that have stated their willingness to perform the scientific supervision of the doctoral students that have been admitted to the doctoral program in the held competition.

(3) (amended – Decision of Academic Council № 3/11.07.2018) the exam on the specialty is held by a panel that comprises three lecturers that are professors or associate professors in the professional field of the competition.

(4) The exam in the foreign language is held by a two-member panel of lecturers in the respective language that have been determined by virtue of an order issued by the vice rector in charge of R&D. The panel may include lecturers that are not professors or associate professors.

(5) (New – Decision of Academic Council № 3/11.07.2018, repealed – Decision of Academic Council № 4/8-10.11.2018)

Art. 7. (New – Decision of Academic Council № 3 of 11.07.2018) (1) the exam on the specialty includes two sections – two-modular written and oral exam and each section is given a separate grade.

(2) The first module of the written exam comprises two alternative forms: a test or a piece of writing on a specific topic from the exam syllabus. Each department is to determine in a decision which variant shall apply for first module of the written exam.

(3) (amended– Decision of Academic Council № 4/8-10.11.2018) The test is of the cloze type and contains at least 30 questions and no more than 40 questions. The test is prepared by a team chosen by the department.

(4) The writing on a specific topic is performed as the topic from the exam syllabus is randomly drawn.

(5) (amended – Decision of Academic Council № 4/8-10.11.2018) The second module of the written exam comprises three alternative forms.

1. Writing a scientific essay;
2. Resolving a case study;
3. Resolving a practical problem.

(6) The specific content of the chosen form of the second module of the written exam should also correspond to the topics of the exam syllabus.

Art. 7a. (1) (amended – Decision of Academic Council № 3/11.07.2018) The written exam is held anonymously and its duration is 4 (four) hours for the two modules. The applicants that are admitted to the oral exam are those that have been given a grade for the written exam of at least very good (4,50). The applicants that are deemed as having passed successfully the exam are those that have been given a grade of the written and oral exams of at least very good (5,00).

(2) The exam in a foreign language is held up to 15 days after the exam on the specialty. Only the applicants that have passed successfully the exam on the specialty are admitted to the exam in a foreign language. The applicants that are deemed as having passed successfully the exam in a foreign language are those that have been given a grade of at least good (4,00).

(3) The grades from the competition exams are specified in an individual exam record, prepared by the Doctoral Studies Section in two identical copies – one for the Doctoral Studies Section and another one for the department in which the doctoral student will be trained.

(4) The applicants are to be notified of the grades from the competition exams no later than two days after the date on which the exam was held.

(5) The exam records that have been filled in and signed by the members of the exam panels, as well as the applicants' written papers, are to be submitted within a 3-day time limit upon holding the exam to Doctoral Studies Section, which shall store a copy of the exam record.

(6) The applicant doctoral students that have successfully passed the competition exams shall be ranked according to their grade in the exam on the specialty. In the event of equal grade in the specialty exam, the grade in the foreign language exam is taken into account. In the event of equal grades in both the specialty exam and the foreign language exam, what is taken into account for the ranking is the average grade from the master's degree diploma.

(7) The applicant doctoral students that have successfully passed the competition exams but have not been ranked for their desired doctoral study can be admitted in case there are vacancies under the scheduled admission upon the proposal of the departmental councils and upon an order issued by the vice rector in charge of R&D.

Art. 8. (1) Within up to two weeks upon the completion of the competition exams, the Doctoral Studies Sector is to provide to the department that will conduct the academic training a copy of the exam records of the competition.

(2) Within 14 days after the receipt of the documents specified in the preceding paragraph, the head of the department shall provide the faculty's dean with a report and a decision of the departmental council. The report and the decision of the departmental council contain the following information:

1. Results from the specialty exam;
2. Results from the foreign language exam;
3. Proposal for the selection of an applicant, with specified professional field, scientific specialty and form of the doctoral studies;
4. (amended – Decision of Academic Council № 4/8-10.11.2018) proposal for a scientific supervisor that is a professor or associate professor.

Art. 9. (1) The decision about the doctoral students' selection and enrollment is to be made at the first meeting of the Faculty council held after the report specified in the preceding article and based on the departmental council's proposal has been submitted.

(2) The Faculty council's decision on the doctoral students' enrollment specifies the professional field, scientific specialty, form of the doctoral studies and the scientific supervisor.

Art. 10. Based on a positive decision of the Faculty council, the rector issues an order for the enrollment of the doctoral students. What should be specified in this order is the department at which academic training will be conducted, the professional field, the scientific specialty, the form of the doctoral studies, the duration of the doctoral studies and the scientific supervisor.

Art. 11. (1) Under the terms and conditions of art. 3-10, UNWE announces and holds competitions for paid doctoral studies. The doctoral students in a paid form of academic training shall cover all expenses on the training and the defense of their PhD theses.

(2) The doctoral students' enrollment under para 1 is carried out by virtue of an order issued by UNWE's rector at the proposal of the dean of the faculty that has made a decision for selection and enrollment.

Chapter Three

REQUIREMENTS FOR APPLICATION AND TERMS AND CONDITIONS FOR THE ADMISSION OF FOREIGN CITIZENS FROM COUNTRIES OUTSIDE THE EU AND EEA TO FULL-TIME AND PART-TIME DOCTORAL STUDENTS AND FOR THOSE ENROLLED IN INDIVIDUAL DOCTORAL PROGRAM

Art. 12. (1) Foreign citizens may apply for and undergo training in doctoral studies without sitting for competition exams under the terms and conditions of:

1. Inter-governmental agreements and educational, cultural and scientific exchange;
2. Acts issued by the Council of Ministers (CM);
3. The respective provisions of the Higher Education Act (HEA).

(2) Foreign citizens may apply for doctoral studies also under the terms and conditions determined by UNWE for the admission of Bulgarian nationals in case:

1. they have acquired a status of permanent residents on the territory of the Republic of Bulgaria;
2. they have acquired a status of refugees;
3. have a Bulgarian identity (nationality).

Art. 13. (amended – Decision of Academic Council № 3/11.07.2018, supplemented – Decision of Academic Council № 4/8- 10.11.2018) (1) The doctoral students that apply for academic training at UNWE are to submit to the Doctoral Studies Sector the following documents:

1. (supplemented – Decision of Academic Council № 4/8-10.11.2018) an application to the rector (in a unified form, a mandatory requirement being the applicant's provision of a current electronic address for correspondence);

2. CV;

3. a copy of the document certifying higher education – a Master's degree;

4. a decision of the Academic Council at UNWE or a document issued by the Ministry of Education and Science certifying the recognition of the master's degree in case the diploma has been issued by a school of higher education abroad.

5. A list of publications, if there is such a list;

6. A copy of the documents for citizenship;

7. (New – Decision of Academic Council № 4/8-10.11.2018) a health certificate issued within a month prior to the date of application and endorsed by the respective administrative bodies in the applicant's country of origin;

8. (New – Decision of Academic Council № 4/8-10.11.2018) two photos.

(2) (Supplemented – Decision of Academic Council № 4/8-10.11.2018) The documents under para 1, item 3 and item 7 should be translated, legalized and endorsed in compliance with the provisions of the Republic of Bulgaria's international agreements with the state in which they are issued - and in case there are no such documents – under the general terms and conditions governing translations, legalizations and the endorsement of the documents and other papers.

(3) (Amended – Decision of Academic Council № 4/8-10.11.2018) The foreign citizens that want to enrol in an individual doctoral program are to submit two copies on paper and one copy in an electronic form of the draft PhD thesis in the language in which academic training in the doctoral program will be carried out.

Art. 14. After the doctoral students who apply directly for UNWE have submitted their documents and after the documents of the doctoral students who apply through the Ministry of

Education and Science have been received at UNWE, their enrollment is performed under the terms and conditions laid down in chapter two.

Art. 15. (1) The vice rector in charge of R&D issues an order to determine the department at which the doctoral student may be trained.

(2) At the proposal of the department's head, the respective Faculty council within a one-month time limit upon the submission of documents makes a decision to approve the applicants.

(3) The Doctoral Studies Sector sends to the Ministry of Education and Science the documents of the approved applicants that are citizens of countries in which visas are required for long-term residence in the Republic of Bulgaria, as well as the following information:

1. The applicant's personal data – names under the personal identity document, the date and place of birth, citizenship;

2. The scientific specialty, form and duration of education;

3. Information about the language and specialized preparation – degree of command of the Bulgarian language (for training carried out in the Bulgarian language), the basic unit in which the preparation is to be held throughout the duration of the training;

4. Annual tuition fee for the language and specialized preparation;

5. The number of the bank account at UNWE, through which the tuition fee is to be transferred, for both the language and specialized preparation.

(4) The Doctoral Studies Sector sends to the Ministry of Education and Science and the name of the individuals who have applied through the ministry and who have been refused enrollment.

Art. 16. (1) UNWE's rector issues an order for the doctoral student's enrollment based on the decision taken by Faculty council for the endorsement of the applicants after the receipt from the Ministry of Education and Science of a document certifying the applicant's admission to training of the Republic of Bulgaria.

(2) UNWE notifies in writing the Ministry of Education and Science of the approved and enrolled in doctoral studies applicants.

Chapter Four

REQUIREMENTS FOR APPLICATION AND TERMS AND CONDITIONS FOR THE ADMISSION OF BULGARIAN NATIONALS AND CITIZENS OF EU AND EEA MEMBER STATES IN INDIVIDUAL PROGRAM FOR DOCTORAL STUDIES

Art. 17. (1) Bulgarian and foreign nationals may apply for training in a paid individual program for doctoral studies without sitting for competition exams in case:

1. They are holders of a master's degree diploma
2. Present a draft of a PhD thesis.

(2) Applicants for individual program for doctoral studies are to submit the following documents to the Doctoral Studies Sector:

1. (Supplemented – Decision of Academic Council № 4/8-10.11.2018) application to the rector (in a unified form, a mandatory requirement being the applicant's provision of a current electronic address for correspondence);

2. CV;

3. a copy of the document certifying higher education – a Master's degree;

4. decision of UNWE's Academic Council or a certificate issued by the Ministry of Education and Science and/or Order issued by UNWE's Rector certifying the acknowledgement of the Master's degree in case the diploma has been issued by a school of higher education abroad.

5. a draft of the PhD thesis submitted in two copies – one on paper and one copy in an electronic form;

6. a list of publications, of patents and other documents (if there are such), certifying their interests and achievements in the respective scientific field;

Art. 18. (1) Within a 14-day time limit of the submission under the preceding article at the Doctoral Studies Sector, the vice rector in charge of R&D issues an order to commission the discussion of the draft PhD thesis by the respective department.

(2) The department to which is directed the draft PhD thesis holds a meeting for its discussion within two months of the date of the order's issuance under paragraph 1. The discussion is held in the applicant's presence. For the discussion two written opinion statements are presented by determined by the department professors or associate professors or individuals having the educational and scientific degree of PhD taking an academic position at UNWE.

(3) The departmental council decides on:

1. the topicality and relevance of the research problem;
2. the merits of the research paper;
3. the likelihood for the final development of the PhD thesis;
4. the likelihood for the competent scientific supervision.

(4) The departmental council's positive decision includes:

1. Proposal for enrollment in doctoral studies;
2. Working formulation of the topic of the PhD thesis, the professional field, scientific specialty and form of the doctoral studies;
3. (Amended – Decision of Academic Council № 4/8-10.11.2018) Proposal for scientific supervisor that is professor or associate professor.

4. Proposal for individual study plan.

(5) In case the departmental council comes up with a negative opinion, a decision can be made for:

1. A reconsideration of the draft PhD thesis after the notes and recommendations made during the discussion are taken account of;

2. A well-grounded rejection without a possible reconsideration.

(6) Within a 7-day time limit of the discussion of the departmental council, the head of the department makes a proposal to the faculty's dean in a report that specifies the council's decision under paragraph 4 to submit to the Faculty council to make a final decision.

(7) The decision for the doctoral student's enrollment is made under the terms and conditions of art. 9.

(8) The documents under the procedures are submitted to Doctoral Studies Sector and are attached to the doctoral student's file. The draft PhD thesis is stored at the department attached to the file set up for the doctoral student.

Art. 19. (1) Based on the positive decision of the Faculty council, the rector issues an order for the doctoral student's enrollment. What is listed in the order is the department in which training will be held, the professional field, the scientific specialty, the form of doctoral studies, the duration of training, the topic of the PhD thesis and the scientific supervisor.

(2) In case the Faculty council rejects the enrollment in doctoral studies, a decision for the following may be taken:

1. A recommendation that the department should reconsider the draft PhD thesis after the notes and recommendations are taken account of;

2. final rejection without a possible reconsideration.

Chapter Five

DOCTORAL STUDENTS' ADMISSION IN THE CONDITIONS OF JOINT SUPERVISION BY A BULGARIAN AND FOREIGN SCIENTIFIC SUPERVISOR

(New – Decision of Academic Council № 4/8-10.11.2018)

Art. 20. (New – Decision of Academic Council № 4/8-10.11.2018) **(1)** Doctoral students' admission under the terms and conditions of art. 5a of the LDASRB in the conditions of joint supervision by a Bulgarian scientific supervisor and a foreign scientific supervisor may be effected as an implementation of concluded by UNWE agreements for joint education and/or as an implementation of joint educational programs with schools of higher education abroad. The latter should have gained accreditation under the terms and conditions of art. 79a, para 3 of the HEA, including accreditation in the respective country for academic training in the educational and scientific degree of doctor or the corresponding to it degree.

(2) The agreements under para 1 should contain provisions that explicitly provide for carrying out the training of doctoral students in the conditions of joint supervision.

(3) The terms for application and the terms and conditions for enrollment in doctoral studies in joint supervision shall be governed by the agreements under para 1 in case the following are complied with:

1. LDASRB, the rules and regulations for its implementation and this rulebook that governs the training performed by a scientific supervisor at UNWE, and

2. the regulatory framework of the respective country and the rulebooks of the respective schools of higher education abroad governing the academic training carried out in it by a foreign scientific supervisor.

(4) A scientific supervisor at UNWE shall be a professor or associate professor.

TRANSITIONAL AND FINAL PROVISIONS **(amended title – Decision of Academic Council № 4/8-10.11.2018)**

§1. (Supplemented – Decision of Academic Council № 3/11.07.2018) **(1)** This Rulebook was adopted by virtue of a decision of Academic Council of UNWE on **08.07.2015** and came into effect as of the date of their adoption.

(2) (New – Decision of Academic Council № 4/8-10.11.2018) The scientific supervisors of all doctoral students that were admitted after the amendments to the Law for the Development of Academic Staff in the Republic of Bulgaria (LDASRB) had come into effect (promulgated in *State Gazette* No. 30 on 3.04.2018, in effect as of 4.05.2018), in case they do not meet the new legal requirements shall be replaced by individuals who meet these requirements.

(3) (New – Decision of Academic Council № 4/8-10.11.2018) All provisions of this rulebook shall accordingly apply to UNWE's institutions, set up in the meaning of article 25, para 1 and para. 2 and art. 26b, para 1 of the Higher Education Act, and the institute's scientific council /scientific and education council should be deemed as equally standing to the faculty council in the meaning of this rulebook.

(4) (New – Decision of Academic Council № 4/8-10.11.2018) The notification of the applicant doctoral students in the course of the procedures under this rulebook shall be deemed as duly implemented, and the respective notification shall be deemed as duly handed

over upon sending an electronic letter at the e-mail address for correspondence that has been provided by the applicant.

- (5) (New – Decision of Academic Council № 3/11.07.2018 , former para 2, supplemented – Decision of Academic Council № 4/8-10.11.2018). The Rules were amended by virtue of a Decision of Academic Council of UNWE, item 33 of 11.07.2018 and a decision of the Academic Council of UNWE as of 8-10.11.2018.