

## **Rules of Procedure for Fee-based Doctoral Studies and Thesis Defense for Acquiring a Higher Educational and Academic Degree of Doctor of Philosophy in IICT-BAS**

Art. 1. (1) The Institute of Information and Communication Technologies (IICT) of the Bulgarian Academy of Sciences (BAS) carries out fee-based doctoral-level training following Article 47, paragraph 1, Article 21, paragraph 5 and Article 95 paragraphs 8 and 9 of the Higher Education Law and Article 25, paragraph 1, Article 34 and Article 36 of the Rules of Procedure for the Activity of the Training Centre and the Scientific Council of the Bulgarian Academy of Sciences.

(2) According to Article 8, paragraph 2 of the Law for the Development of Academic Personnel in Bulgaria, fee-based doctoral-level training may be carried out on a full-time, part-time/correspondent, or self-study basis. The full-time form of doctoral training may last up to 3 years, the part-time/correspondent form up to 4 years, and the training of doctoral students on self-study lasts up to 5 years.

(3) Fee-based doctoral training and the thesis defence for acquiring the higher educational and academic degree of Doctor of Philosophy resulting from doctoral training in IICT may be conducted in Bulgarian or English.

### **Enrollment of Doctoral-Level Students on a Fee Basis**

Art. 2. (1) Enrollment in fee-based doctoral-level training shall occur without announcing a competition throughout the wall year.

2) The applicants for full-time and part-time/correspondent fee-based doctoral training shall pass examinations in line with the conditions and under the procedure applicable for admission of doctoral students from the state-commissioned quota, whereas the ones applying for doctoral training on a self-study basis - by submitting the major part of the draft thesis, texts of papers presenting the results obtained so far as well as a bibliography.

(3) The applicants for fee-based doctoral training shall submit their applications to the Director of the IICT, indicating the professional field, the doctoral program, the type of doctoral training and the language in which the training is conducted (Bulgarian or English). Applicants who have chosen a full- or part-time/correspondent form of study shall also specify the foreign language chosen for the second examination. The following documents shall also be enclosed to the application:

1. Curriculum vitae in European format;

2. a copy of the document for completed higher education showing that the applicant has acquired a master's degree or an equivalent diploma. If the award of the higher education diploma is forthcoming, the applicant shall submit an original or notary-certified academic transcript indicating the average grades from the semester exams and the number of hours for each individual subject as well as the grades from the state examinations. Diplomas awarded by foreign higher

education institutions shall be submitted as a legalised or notary-certified copy, accompanied by a document proving that the legalisation procedure of the foreign higher education diploma in Bulgaria has been started;

3. a list of publications, if any;

4. a medical certificate (foreign citizens shall submit a certificate issued within one month before the date of application and certified by the relevant authorities in the country from which the person applies);

5. conviction status certificate - for Bulgarian citizens;

6. two photos and copies of the identity and citizenship documents - for foreign citizens;

7. document for a paid application fee.

8. Applicants for a self-study form of training present a draft dissertation, texts of related publications and a bibliography.

(4) The documents under paragraph 3, items 2 and 4 shall be legalised, translated and verified under the provisions of the international treaties of the Republic of Bulgaria with the country in which they were issued and, in the absence thereof, under the general procedure for legalisation, translation and verification of documents and other papers.

Art. 3. (1) The application fee shall be transferred to the bank account of IICT-BAS before the submission of the documents

(2) The documents under Article 2, paragraph 3 may be submitted:

- to the IICT Registry Office - Sofia, *Acad. G. Bonchev* Street, bl. 2, room 305;
- by registered post to: IICT-BAS, bl. 2, *Acad. G. Bonchev* Street, Sofia 1113.

Art. 4. After a successful outcome of the examinations or a positive evaluation of the submitted initial dissertation material, the Scientific Council of the IICT decides on the enrollment of the doctoral student and chooses his/her supervisor, who must be a habilitated person. A second scientific supervisor or a scientific adviser may be appointed if necessary. Based on this proposal, the Director of IICT issues an order for enrollment after signing a contract for fee-based doctoral training.

## **APPLICATION AND TUITION FEES FOR FEE-BASED DOCTORAL TRAINING**

Art. 5. (1) The fee for applying for full-time or part-time/correspondent training (in Bulgarian or English) through passing an entry exam shall equal the application fee in the state higher schools, approved by a Council of Ministers decree for each academic year.

(2) The fee for applying for doctoral-level training in IICT on a self-study basis amounts to half the minimum wage and is charged for evaluating the prepared dissertation material.

Art. 6. (1) The tuition fee for full-time and part-time/correspondent doctoral training in Bulgarian for Bulgarian citizens and citizens of other member states of the European Union or a party to the Agreement on the European Economic Area or of the Swiss Confederation is equal to the differentiated training allowance for a doctoral student for the relevant year, set following Council of Ministers Decree No 35 from 27th February 2008.

(2) The fee charged for a fee-based self-study form of training in Bulgarian for Bulgarian citizens and citizens of other member states of the European Union or a Party to the Agreement on the European Economic Area or of the Swiss Confederation shall be equated to the fee for part-time/correspondent training.

Art. 7. (1) Foreign doctoral students who are non-European Union citizens and receive fee-based doctoral-level training in IICT shall pay double the amount of the fees for the respective type of training as defined in Article 6.

(2) The foreign doctoral students in IICT, whose fee-based doctoral training is conducted in English, shall pay the triple amount of the fees for the respective type of training as defined in Article 6.

Art. 8. The fees under Article 6 and Article 7 shall be transferred in BGN to the bank account of the IICT no later than one month after the beginning of each year of training.

Art. 9. (1) Training and delistment from fee-based doctoral training shall be conducted under the procedure applicable to doctoral students from the state-commissioned quota.

(2) In case of an extension of the fee-based doctoral training, doctoral students shall pay a fee proportional to the duration of the extension.

Art. 10. The fee-based doctoral training shall be terminated in the following cases:

1. the provision of false data based on which the doctoral student has been admitted to doctoral training;
2. imprisonment as a result of a conviction for a committed intentional crime of a general nature;
3. non-payment of the tuition fee within the term stipulated by these Rules for unjustified reasons.

Art. 11. (1) Doctoral students undergoing fee-based training under Article 6 have the right to use up to 30% of their annual tuition fees to realise their annual individual plans if this is coordinated with their scientific supervisor and following permission from the Director of IICT.

(2) Doctoral students undergoing fee-based training under Article 7, paragraph 1 have the right to use up to 40% of their annual tuition fees to implement their annual individual plans if this is coordinated with their scientific supervisor and following permission from the Director of IICT.

(3) Doctoral students undergoing fee-based training under Article 7, paragraph 2 have the right to use up to 50% of their annual tuition fees to implement their annual individual plans, if this is coordinated with their scientific supervisor and following permission from the Director of IICT.

Art. 12. Scientific supervisors receive remuneration for supervising doctoral students amounting to 20% of the fee paid by the doctoral student.

Art. 13. The fees paid to IICT for doctoral-level training are not refundable.

### **Procedure for Thesis Defense for Acquiring the Higher Educational and Academic Degree of Doctor of Philosophy**

Art.14. (1) The procedure for thesis defence for acquiring the higher educational and academic degree of Doctor of Philosophy resulting from fee-based doctoral training shall be carried out against payment of a separate fee.

(2) The procedure under paragraph 1 shall follow the procedure for doctoral students from the state-commissioned quota.

(3) The fee for carrying out a thesis defence procedure for acquiring the higher educational and academic degree of Doctor of Philosophy resulting from a fee-based doctoral training amounts to:

- when the dissertation is in Bulgarian - 4 minimal wages,
- when the dissertation is in English - 7 minimal wages.

(4) The fee under paragraph 3 shall be paid after a positive outcome of the prior thesis defence.

(5) Within 14 days after a positive decision of the preliminary thesis defence the applicant shall submit to IICT's Scientific Council the following documents:

1. 2 paper copies of the dissertation - in Bulgarian or English;
2. paper copy of the doctoral dissertation extended abstract: 5 copies in Bulgarian and 2 copies in English- if the fee-based doctoral level training is conducted in Bulgarian language; or 5 copies in English, if the fee-based doctoral level training is conducted in English;
3. 6 complete document sets on an electronic carrier;
4. document proving that the fee under para. 3 was paid.

(6) Payment of the fee under paragraph 3 does not guarantee the acquisition of a higher educational and academic degree in Doctor of Philosophy, and in case of a negative result of the procedure, the fee is not refundable.

(7) IICT shall be obliged to organise a thesis defence procedure for acquiring the higher educational and academic degree Doctor of Philosophy only if the documents under paragraph 5 are submitted within 2 years after the doctoral student undergoing fee-based training has been delisted from study with the right to defend a thesis.

The Scientific Council of IICT-BAS adopted these Rules on 20 February 2019 (Protocol №3), amended on 21 March 2012 (Protocol №4), and on 29 March 2023 (Protocol № 3).