REGULATIONS
for the requirements and order of acquisition of scientific degrees and for employment in academic positions in the National Museum of Natural History at BAS

Chapter I. General provisions

Article 1.
These regulations outline the specific conditions and procedures for the acquisition of scientific degrees and for employment in academic positions in the National Museum of Natural History at the Bulgarian Academy of Sciences (NMNHS-BAS). It has been developed in accordance with the Regulations for organisation, activity, and internal order of the NMNHS and includes clauses from discrete documents accepted by the Scientific Council (CS) of NMNHS-BAS.

Article 2.
The specific conditions provided for in the regulations are within the frame of autonomy that scientific organisations have in accordance with the general terms and order, as regulated by the Development of Academic Staff in the Republic of Bulgaria Act (DASRBA), the Regulations for Enforcement of DASRBA (REDASBRA), the Higher Education Act (HEA), and the Regulations for the acquisition of scientific degrees and for employment in academic positions in Bulgarian Academy of Sciences (BAS).

Chapter II. Requirements towards candidates for acquisition of scientific degrees and for employment in academic positions at NMNHS-BAS

Article 3.
(1) For the purpose of guaranteeing a high academic standard within the academic staff of NMNHS-BAS, the requirements described in this article have been established. They are regulated by the Criteria of the Scientific Council for the acquisition of scientific degrees and the employment in academic positions at NMNHS-BAS.
(2) The criteria are applied in the following cases:
(i) In the departments of NMNHS-BAS for the evaluation of preparedness for defence in the process of acquisition of the educational and scientific degree of “Doctor of Philosophy” and the scientific degree of “Doctor of Sciences”;
(ii) As a guide for scientific juries for defence of dissertations and scientific juries for competitions for employment in academic positions, along with as a necessary condition for the making of a final decision by a scientific jury or the Scientific Council;
(iii) In the SC of NMNHS-BAS when evaluating the presence of suitable candidates after announcing competitions for employment in the academic positions of “Chief Assistant,” “Associate Professor,” and “Professor.”
(3) Basic terms:
1. The candidate for acquisition of the educational and scientific degree of “Doctor of Philosophy” must meet the requirements included in the Regulations of the Centre for Education at BAS, the minimal national requirements, and the minimal requirements of BAS for their corresponding field of higher education or professional vocation.
2. The candidate must meet the minimal national requirements and the minimal requirements of BAS for acquisition of the scientific degree of “Doctor of Sciences” for their corresponding area of higher education or professional vocation, including the requirement to possess the educational and scientific degree of “Doctor of Philosophy.”
3. The candidate for employment in the academic position of “Assistant” must possess the educational qualification degree of “Magister” in their corresponding specialisation.
4. The candidate for the academic position of “Chief Assistant” must meet the minimal national requirements and the minimal requirements of BAS for employment in the academic position of “Chief Assistant” for their corresponding field of higher education or professional vocation. The candidate must possess the educational and scientific degree of “Doctor of Philosophy.”
5. The candidate for the academic position of “Associate Professor” must meet the minimal national requirements and the minimal requirements of BAS for employment in the academic position of “Associate Professor” for their corresponding field of higher education or professional vocation. The candidate for the academic position of “Associate Professor” must possess the educational and scientific degree of “Doctor of Philosophy” and meet the criteria outlined in the Regulations for acquisition of scientific degrees and for employment in academic positions in the Institute of Biodiversity and Ecosystem Research at BAS.
6. The candidate for the academic position of “Professor” must meet the minimal national requirements and the minimal requirements of BAS for employment in the academic position of “Professor” for their corresponding field of higher education or professional vocation. The candidate for the academic position of “Professor” must possess the educational and scientific degree of “Doctor of Philosophy” or the scientific degree of “Doctor of Sciences” and meet the criteria outlined in the Regulations for acquisition of scientific degrees and for employment in academic positions in the Institute of Biodiversity and Ecosystem Research at BAS.
7. If the professorial candidate has not previously occupied the academic position of “Associate Professor,” they must fulfil the requirements of Article 26, Paragraph 2 of DASRBA and meet the following criteria: to possess the academic and scientific degree of “Doctor of Philosophy” or the scientific degree of “Doctor of Sciences” and to meet the criteria outlined in the Regulations for acquisition of scientific degrees and for employment in academic positions in the Institute of Biodiversity and Ecosystem Research at BAS.
8. For the purposes of competition procedures for employment in the academic positions “Chief Assistant,” “Associate Professor,” and “Professor,” the following are considered as advantages:
8.1. Statement of authorship of publications indexed in SCIE (Web of Science) or SJR; publishing of textbooks or sections thereof, method instructions, and others, all with provided ISBN number;
8.2. A number of diploma and/or doctorate candidates who have successfully passed their defence;
8.3. A number of scientific projects headed by the candidate, included in or financed by programs of national and/or international institutions, such as the Scientific Investigations Fund (SIF), EU Operational Programmes, EU Framework Programmes, NATO, etc.;
8.4. Editorial activities (as editor in chief or a member of an editing committee of monographic series, scientific journals and series, collections of scientific forums, thematic scientific books);
8.5. Participation in organisational committees of scientific forums; teaching activities (authoring lecture courses, participation in other kinds of lectures, conducted trainings, and seminars);
8.6. Scientific awards earned on an international or national level;
8.7. Participation in the governing structures of international or national scientific organisations.

9. The criteria outlined here contain the minimal requirements towards the candidates. The lower numerical value of one criterion cannot be compensated for with the higher values of other criteria.

10. The evaluation for compliance with the minimal requirements of BAS, the minimal national requirements for the corresponding field of higher education or professional vocation, and the requirements determined by the Scientific Council of NMNHS-BAS, as well as the evaluation of scientific results, scientific contributions and originality of presented works, dissertational works for the acquisition of scientific degrees, and candidates for employment in the academic positions of “Chief Assistant,” “Associate Professor,” and “Professor” is conducted by a scientific jury (SJ), created and functioning in accordance with the conditions and order of DASRBA, REDASRBA, the Regulations of BAS, and these regulations.

Chapter III. Admittance and education of doctoral candidates at NMNHS-BAS

Article 4.
The admittance and education of doctoral candidates at NMNHS-BAS as an independent scientific unit of BAS is coordinated by the Centre for Education of BAS and is conducted in accordance with the Regulations of the Centre for Education (CE) and the Academic Council of CE at BAS.

Article 5.
All questions pertaining to the doctorate that are not addressed within DASRBA, REDASRBA, HEA, the Regulations for acquisition of scientific degrees and for employment in academic positions in BAS, and the Regulations of the Centre for Education (CE) and the Academic Council of CE at BAS (switching, ending a doctorate candidacy, etc.) are settled through a decision of the Scientific Council, on the basis of which the director issues an order.
Chapter IV. Defence of dissertations for acquisition of the educational and scientific degree of “Doctor of Philosophy” and the scientific degree of “Doctor of Sciences” at NMNHS-BAS

Article 6. Dissertations for acquisition of the educational and scientific degree of “Doctor of Philosophy” are subject to the following requirements:

1. The dissertation for acquisition of the educational and scientific degree of “Doctor of Philosophy” must contain scientific or scientifically applicable results which are original contributions to science. The dissertation must demonstrate that the candidate has in-depth theoretical knowledge in the corresponding specialisation and the skill to conduct independent scientific research.

2. The dissertation is dedicated to the complex and detailed elucidation of a certain scientific or scientifically applicable problem. The presentation of mechanically united diverse research topics as a dissertation is not allowed.

3. The dissertation must be completed within the timeframe of a full-time or part-time doctorate research or as a self-study doctorate research, in which it is required to include research and educational sections. In the case that some form of distance learning is introduced to NMNHS-BAS, additional regulations pertaining to it will be implemented.

4. The results from the research included in the dissertation must be reflected in no less than two publications in scientific journals (printed or accepted for printing, the latter of which must be certified with a document from the editor or publisher), at least one of which should have the candidate as a first author and at least one of which should be in an edition with an IF.

5. A single collective publication can be used for only one dissertation for the acquisition of the educational and scientific degree of “Doctor of Philosophy,” unless the authors provide a work division protocol in which their individual contributions are denoted.

6. The dissertation can be written in Bulgarian or in English.

7. The dissertation can be presented as a book or as a collection of attached publications which represent the entirety of the conducted research and are accompanied by a short explanatory text.

8. If the dissertation is to be presented as a book, the recommended length is up to 200 A4 pages, written with 1.5 point line spacing and font size 12. It must contain the following sections:

   — A title page, on which the name of the museum — educational organisation, the name of the candidate, and the name of the dissertation are written. The page must also indicate that the dissertation is for the acquisition of the educational and scientific degree of “Doctor of Philosophy” and feature the academic position, scientific degree, and name of the supervisor (or scientific consultant) and the month and year of completion of the dissertation and its submission to start the defence procedure;
   — Contents;
   — Introduction;
   — Literature review (that does not exceed 1/6th of the total length of the paper);
   — Aim and goals of the research;
   — Materials and methods;
— Results;
— Discussion;
— Conclusion that includes a concise summary of the results and a declaration of originality (i.e. an unambiguous statement by the doctoral candidate that the results, discussion, and conclusions are not taken from other sources without citation), as well as the main conclusions;
— A list of citations (bibliography), presented with complete bibliographical descriptions.

At the discretion of the doctoral candidate, additional sections can be included in this mandatory structure (Acknowledgements, Appendices, etc.).

9. If the dissertation is to be presented as a collection of attached publications, a short accompanying text must be prepared that also contains a title page, contents, aim, and goals of the research. The main “Materials and methods,” “Results,” and “Discussion” sections are replaced by copies of publications on the topic of the dissertation. It is mandatory to have a conclusion that includes a concise summary of the results and a declaration of originality (i.e. an unambiguous statement by the doctoral candidate that the results, discussion, and conclusions are not taken from other sources without citation), as well as the main conclusions. At the discretion of the doctoral candidate, additional sections can be included in this mandatory structure. With the exception of the copies of the publications, the texts must be formatted with 1.5 point line spacing and font size 12, be in Bulgarian or English, and have a recommended length of up to 150 pages, with the text of the publication copies included in that length.

10. The dissertation must be submitted in 2 bound copies, one of which is to be submitted to NACID. Its pages must be numbered as per common conventions.

11. The abstract has a recommended length of up to 30 pages. It must be submitted as either a bound A5 brochure or a folder of A4 pages.

12. The doctoral candidate must provide at least 9 copies of the abstract — 7 for the members and reserve members of the jury, 1 for the museum library, and 1 for submitting to NACID alongside the dissertation.

13. The doctoral candidate must provide a copy of the abstract on an electronic carrier in PDF format for publication on the museum website.

14. The title page of the abstract must be identical to that of the dissertation, with the only difference being the indication that it precedes an abstract. On the second page, the date, time, and place of the public defence of the dissertation are given, as well as the names of the members of the scientific jury, whereas in the PDF file for the museum website (after the first SJ meeting) it must be clearly indicated which member is chairman of the jury and which members are reviewers.

15. The abstract must reflect all sections from the dissertation paper in a summarised format. The “Aim and goals” and “Conclusion” sections must be present in full.

16. The abstract must also include:
   — A list of the candidate’s publications related to the topic of the dissertation, presented with complete bibliographic descriptions;
   — A list of citations of the works in the dissertation (if such exist);
   — A list of participations in scientific forums reporting results featured in the dissertation;
   — A reference for the scientific contributions of the dissertation.
17. If the abstract is in Bulgarian, a short summary must be provided in English (up to 1 page). If the abstract is in English, a short summary must be provided in Bulgarian (up to 1 page).

Article 7.
Dissertations for acquisition of the scientific degree of “Doctor of Sciences” are subject to the following requirements:
1. The dissertation for acquisition of the scientific degree of “Doctor of Sciences” must contain theoretical summaries and solutions to major scientific or scientifically applicable problems which correspond to contemporary achievements and are significant and original contributions to science. The dissertation must demonstrate that the candidate is a leading specialist on an international level in their corresponding scientific field.
2. The dissertation is dedicated to the complex and detailed elucidation of a certain scientific or scientifically applicable problem and is upheld to a contemporary methodical and theoretical standard. The presentation of mechanically united diverse research topics as a dissertation is not allowed.
3. The dissertation must be prepared independently and cannot repeat the topic and contents of the presented dissertation for the acquisition of the educational and scientific degree of “Doctor of Philosophy.”
4. The candidate must meet the minimal national requirements and the minimal requirements of BAS for acquisition of the scientific degree of “Doctor of Sciences” for their corresponding field of higher education or professional vocation.
5. A single collective publication can be used for only one dissertation for the acquisition of the scientific degree of “Doctor of Sciences,” unless the authors provide a work division protocol in which their individual contributions are denoted.
6. The dissertation can be written in Bulgarian or in English.
7. The dissertation can be presented as a book or as a collection of attached publications which represent the entirety of the conducted research and are accompanied by a short explanatory text.
8. If the dissertation is to be presented as a book, the recommended length is up to 400 A4 pages, written with 1.5 point line spacing and font size 12. It must contain the following sections:
   — A title page, on which the name of the museum where the defence procedure is held, the name of the candidate, and the name of the dissertation are written; the page must also indicate that the dissertation is for the acquisition of the scientific degree of “Doctor of Sciences” and feature the month and year of completion of the dissertation and its submission to start the defence procedure;
   — Contents;
   — Introduction;
   — Literature review (that does not exceed 1/6th of the total length of the paper);
   — Aim and goals of the research;
   — Materials and methods;
   — Results;
   — Discussion;
— Conclusion that includes a concise summary of the results and a declaration of originality (i.e. an unambiguous statement by the candidate that the results, discussion, and conclusions are not taken from other sources without citation), as well as the main conclusions;
— A list of citations (bibliography), presented with complete bibliographical descriptions. At the discretion of the doctoral candidate, additional sections can be included in this mandatory structure (Acknowledgements, Appendices, etc.).

9. If the dissertation is to be presented as a collection of attached publications, a short accompanying text must be prepared that also contains a title page, contents, aim, and goals of the research. The main “Materials and methods,” “Results,” and “Discussion” sections are replaced by copies of publications on the topic of the dissertation. It is mandatory to have a conclusion that includes a concise summary of the results and a declaration of originality (i.e. an unambiguous statement by the doctoral candidate that the results, discussion, and conclusions are not taken from other sources without citation), as well as the main conclusions. At the discretion of the doctoral candidate, additional sections can be included in this mandatory structure. With the exception of the copies of the publications, the texts must be formatted with 1.5 point line spacing and font size 12, be in Bulgarian or English, and have a recommended length of up to 150 pages, with the text of the publication copies included in that length.

10. The dissertation must be submitted in 2 bound copies, one of which is to be submitted to NACID. Its pages must be numbered as per common conventions.

11. The abstract has a recommended length of up to 48 pages. It must be submitted as either a bound A5 brochure or a folder of A4 pages.

12. The doctoral candidate must provide at least 11 copies of the abstract — 9 for the members and reserve members of the jury, 1 for the museum library, and 1 for submitting to NACID alongside the dissertation.

13. The doctoral candidate must provide a copy of the abstract on an electronic carrier in PDF format for publication on the museum website.

14. The title page of the abstract must be identical to that of the dissertation, with the only difference being the indication that it precedes an abstract. On the second page, the date, time, and place of the public defence of the dissertation are given, as well as the names of the members of the scientific jury, whereas in the PDF file for the museum website (after the first SJ meeting) it must be clearly indicated which member is chairman of the jury and which members are reviewers.

15. The abstract must reflect all sections from the dissertation paper in a summarised format. The “Aim and goals” and “Conclusion” sections must be present in full.

16. The abstract must also include:
— A list of the candidate’s publications related to the topic of the dissertation, presented with complete bibliographic descriptions;
— A list of citations of the works in the dissertation (if such exist);
— A list of participations in scientific forums reporting results featured in the dissertation;
— A reference for the scientific contributions of the dissertation.

17. If the abstract is in Bulgarian, a short summary must be provided in English (up to 1 page). If the abstract is in English, a short summary must be provided in Bulgarian (up to 1 page).
Article 8.
For the submission of documents for dissertation defence for the acquisition of the degrees “Doctor of Philosophy” or “Doctor of Sciences,” the following conditions and order are applied at NMNH-BAS:

(1) For a dissertation for the acquisition of the educational and scientific degree of “Doctor of Philosophy”:
1. The supervisor evaluates the degree of preparedness of the dissertation. If the dissertation is complete, they present a motivated report to the Director of NMNH-BAS with a proposal for the opening of the procedure for directing the dissertation defence.
2. The report described in pt. 1 contains a proposal for an extended staff of the department which will discuss the dissertation project and appoint its defence, as well as set the date and location for the meeting. The report must come with an attached CD that contains the dissertation project, a reference for the contributions, a list of scientific publications on the topic of the dissertation, a list of the participations in scientific forums reflecting the dissertation research, a list of citations (if such exist), and a reference for the study process conducted and the credits accumulated in accordance with the system adopted by the Centre for Education at BAS. All materials are presented in PDF format.
3. The Scientific Director verifies the compliance of the presented materials with the normative requirements and whether the doctorate candidate has acquired the necessary amount of credits for admission for defence. In the case of presence of irregularities, the materials are returned for completion.
4. If the doctorate candidate and their supervisor disagree on the degree of completion of the dissertation, the doctorate candidate can send an appeal to the Director of NMNH-BAS requesting the initiation of the procedure of appointing defence. In this case, the department head is obligated to prepare a report with a proposal for an extended staff of the department which will discuss the dissertation project and appoint its defence, as well as set the date and location for the meeting.
5. The Director, in agreement with the department head, issues an order for the organisation of a meeting of the department for appointing dissertation defence during which the extended staff of the department which will discuss the dissertation project and appoint its defence, as well as set the date and location for the meeting, is confirmed (such that the meeting is attended by at least 5 habilitated persons competent in the area of the topic, of whom at least 3 are professors or doctors of sciences).
6. The provided materials are sent out to all participants in the department meeting at latest 10 working days before the meeting itself as electronic copies.
7. In the case of a positive decision of the department for appointing defence, the doctorate candidate presents the following documents as physical copies within the span of two weeks:
   (a) A description of the documents — 1 copy;
   (b) The dissertation (with a recommended length of up to 200 pages) — 2 copies;
   (c) An abstract (with a recommended length of up to 30 pages) — 10 copies;
   (d) A reference for the scientific contributions of the dissertation — 1 copy;
   (e) A list of the publications on the topic of the dissertation, accompanied by copies of the publications — 1 copy;
(f) A list of participations in scientific forums with reports or posters reflecting research featured in the dissertation, accompanied by copies of printed summaries (if such exist) — 1 copy;

(g) A list of citations of works on the topic of the dissertation (if such exist) — 1 copy;

(h) A scientific autobiography featuring a full list of publications — 1 copy;

(i) A magister degree diploma (a copy verified by the Scientific Director after comparison to the original) — 1 copy;

(j) A bachelor degree diploma (a copy verified by the Scientific Director after comparison to the original) — 1 copy;

(k) The minutes of the meeting on which the dissertation defence has been appointed — 1 copy;

(l) A reference for the conducted educational process and the received credits verified by the Scientific Director — 1 copy;

(m) A summary of the dissertation in English with a length of up to 2 pages that contains the title of the work and the general provisions within, for the purposes of publication on the website of NMNHS-BAS.

8. In addition to physical copies, the documents listed above must be submitted as electronic copies (in PDF format) in the form of 8 identical CDs. One of the CDs is kept by the Scientific Director, while the other 7 are given over to the scientific jury for use during the procedure.

9. After completion of the procedure, 1 physical copy of the dissertation is deposited in the library of NMNHS-BAS and a second one is submitted to NACID.

10. The entirety of the control over the movement of documentation related to the procedure is assigned to the Scientific Director.

(2) For a dissertation for the acquisition of the scientific degree of “Doctor of Sciences:"

11. The candidate presents a motivated report to the Director of NMNH-BAS (in case the candidate is the Director of NMNH-BAS, the report is sent to the Deputy Director of NMNH-BAS) with a proposal for the opening of the procedure for directing the dissertation defence. The report must come with an attached CD that contains the dissertation project, a reference of contributions, a list of scientific publications on the topic of the dissertation, a list of participations in scientific forums reflecting research featured in the dissertation, and a list of citations.

12. The Scientific Director verifies the compliance of the presented materials with the normative requirements. In the case of presence of irregularities, the materials are returned for completion.

13. The Director, in agreement with the department head, issues an order for the organisation of a meeting of the department for appointing dissertation defence. During this meeting, the extended staff of the department which will discuss the dissertation project and appoint its defence, as well as set the date and location for the meeting, is confirmed (such that the meeting is attended by at least 7 habilitated persons competent in the area of the topic, of whom at least 4 are professors or doctors of sciences).

14. The provided materials are sent out to all participants in the department meeting at latest 10 working days before the meeting itself as electronic copies.
15. In the case of a positive decision of the department for appointing defence, the candidate presents the following documents as physical copies within the span of two weeks:
(a) A description of the documents — 1 copy;
(b) The dissertation (with a recommended length of up to 200 pages) — 2 copies;
(c) An abstract (with a recommended length of up to 30 pages) — 10 copies;
(d) A reference for the scientific contributions of the dissertation — 1 copy;
(e) A list of the publications on the topic of the dissertation, accompanied by copies of the publications — 1 copy;
(f) A list of participations in scientific forums with reports or posters reflecting research featured in the dissertation, accompanied by copies of printed summaries (if such exist) — 1 copy;
(g) A list of citations of works on the topic of the dissertation — 1 copy;
(h) A scientific autobiography featuring a full list of publications — 1 copy;
(i) A diploma for the acquisition of the scientific and educational degree of “Doctor of Philosophy” (a copy verified by the Scientific Director) — 1 copy;
(j) The minutes of the meeting on which the dissertation defence has been appointed — 1 copy;
(k) A summary of the dissertation in English with a length of up to 2 pages that contains the title of the work and the general provisions within, for the purposes of publication on the website of NMNHS-BAS.
16. In addition to physical copies, the documents listed above must be submitted as electronic copies (in PDF format) in the form of 10 identical CDs. One of the CDs is kept by the Scientific Director, while the other 9 are given over to the scientific jury for use during the procedure.
17. After completion of the procedure, 1 physical copy of the dissertation is deposited in the library of NMNHS-BAS and a second one is submitted to NACID.
18. The entirety of the control over the movement of documentation related to the procedure is assigned to the Scientific Director.

Article 9.
For procedures regarding dissertation defence for the acquisition of the scientific and educational degree of “Doctor of Philosophy,” the following rules apply:
1. The scientific juries are confirmed by the Scientific Council of NMNHS-BAS for each individual procedure for dissertation defence for the acquisition of the scientific and educational degree of “Doctor of Philosophy.”
2. The proposal for the members of the scientific jury is made via a report from the head of the NMNHS-BAS department serving as an educational site for the doctoral candidate.
3. In the case that the doctoral candidate is not from NMNHS-BAS, the Director of NMNHS-BAS issues an order stating that the department head closest to the profile of the dissertation is to prepare the proposal for the members of the scientific jury.
4. The scientific juries for procedures of acquisition of the scientific and educational degree of “Doctor of Philosophy” consist of at least 5 members — at least one “internal” for NMNHS-BAS (i.e. employed by the museum) and at least 3 “external” persons (from State Gazette ed. 9, 2012, meaning persons who, until the date of the confirmation of the scientific jury or for at least five years before this date, have not practiced educational or scientific
activities in the employ of the higher education or scientific organisation). The members of the jury are outstanding Bulgarian habilitated scientists or international scientists competent in the scientific area of the doctorate project or in a related scientific area. At least one of the members of the jury is a professor. The members of the scientific jury must meet the following minimal national requirements in accordance with Article 2b, Paragraphs 2 and 3 from DASRBA. The scientific supervisor or scientific consultant of the doctoral candidate cannot be members of the scientific jury (valid for doctoral candidates accepted after May 5th, 2018). For doctoral candidates, accepted before May 5th, 2018, the scientific supervisor or scientific consultant has the right to be part of the scientific jury, if they are a habilitated person. In this case, for doctoral candidates with more than one scientific supervisor or scientific consultant, only one supervisor or consultant can be proposed as a member of the scientific jury. Persons, related to the candidate for acquisition of a scientific degree, and persons with a personal interest that can influence the unbiased and objective performance of their duties as jury members cannot become members of the scientific jury. The jury also cannot include persons who have co-authored publications on the dissertation topic of the doctoral candidate (excepting the scientific supervisor or consultant, who has the right to participate in the jury if they are a habilitated person).

5. The report from the relevant department head contains named proposals for members of the scientific jury, including: (1) at least one internal member; (2) one reserve internal member; (3) at least three external members; (4) one reserve external member. The name of each of the proposed members of the jury is written out with their scientific degree, current academic position, and place of work. Next to the name of the doctoral candidate’s scientific supervisor or scientific consultant (for doctoral candidates accepted before May 5th, 2018), their position as such must be indicated.

6. The Scientific Council of NMNHS-BAS discusses the proposal for members of the scientific jury within a timeframe of maximum one month after the proposal of the primary unit and confirms it. In the case that the department proposal goes against normative rules, the Scientific Council rules in favour of its confirmation only if the department head expressly states their agreement with the corrections made during the meeting. Otherwise, the proposal is returned to the department for reworking and resubmission.

7. The Director of NMNHS-BAS issues an order for the appointing of the scientific jury on the basis of the minutes of the meeting of the Scientific Council no later than a week after the meeting. This order contains the name of the doctoral candidate and their educational site, the name of the scientific supervisor and/or scientific consultant, the topic of the dissertation, the members of the scientific jury, the reserve members, information regarding provided compensation, the time and place of the first jury meeting (no later than two weeks of the issue date of the order), and the time and place of defence. If the Director cannot personally attend and open the first meeting, the order appoints the person who will represent the governance of NMNHS-BAS during the first meeting. The order also appoints a person (young scientist, specialist, doctoral candidate, or employee of NMNHS-BAS) who will serve as a technical secretary of the jury, as well as the compensation they will receive for this job.

8. Alongside the order, the members of the jury receive and must acquaint themselves with the defence materials as physical and/or electronic copies and the current rules for the work of the SJ at NMNHS-BAS.
9. The meetings of the jury can be conducted in person or via the use of technical means (electronic mail, video-conferencing calls, etc.). The meeting, during which the defence is held, can only be conducted in person. The meetings are provided in Bulgarian, in English, or in a mixture of both languages depending on the jury members or the language proficiency of the candidate. Documentation is taken in Bulgarian or in English. The reports, presented by the jury to the administration of NMNHS-BAS, must be in Bulgarian.

10. The first meeting is opened by the Director of NMNHS-BAS or the person authorised by the Director, as indicated in the order for appointment of the scientific jury. All elected members of the jury must confirm their preparedness to participate. If one of the elected members of the jury is not present for or refuses to participate in the first meeting, they are replaced by the appropriate reserve member and the meeting is scheduled again, at the latest one week after the first meeting. The jury appoints their chairman (who must be an internal member) and two reviewers (one internal and one external member or two internal members). The scientific supervisor or scientific consultant of the doctorate cannot be appointed as chairman of the scientific jury or as a reviewer.

11. The decisions of the jury are taken through unambiguous voting and simple majority.

12. Meetings of the jury cannot be conducted without all members present. In the case that the meeting is conducted in absentia, all members must take a stand on every issue discussed by means of their chosen technical device. The minutes (or a copy thereof) of each meeting must be signed by all members of the jury within the timeframe of one week after the meeting.

13. During the first meeting, the date for submitting reviews and positions is determined. This date must be at least two weeks before the date for conducting the defence, as scheduled in the Director’s order for appointing the jury.

14. The reviews have a maximum length of 8 A4 pages, written with line spacing 1.5 and font size 12. Within those pages it is mandatory to include the following sections, each of which must be focused on grading:

(1) Common features of the dissertation — length and structure;
(2) Literary awareness and theoretical knowledge of the candidate;
(3) Methodical approach;
(4) Relevance and persuasiveness of the results, interpretations, and conclusions;
(5) Critiques towards the dissertation;
(6) Character of the scientific contributions, for each of which it must be indicated whether it is original or confirmatory and what its value is for science and/or society (e.g. proposed new theory or hypothesis or the testing of an existing theory or hypothesis with a new methodical approach, a newly discovered phenomenon, a characterisation of a lesser-known phenomenon, the gathering of new empirical data in a lesser-known scientific field, a suggested solution to a practical problem, etc.); the reviewer must explicitly state whether or not they accept the scientific contributions reference formulated by the doctoral candidate;
(7) An evaluation of the quality of the scientific publications, reflecting the studies conducted for the dissertation;
(8) A motivated answer to the question of to what degree the dissertation studies are conducted primarily and personally by the doctoral candidate;
A motivated conclusion, unambiguously recommending one of the following proposals: (a) the awarding of the scientific and educational degree of “Doctor of Philosophy” or (b) the returning of the dissertation for reworking, and in the case of a second evaluation of the dissertation — (a) the awarding of the scientific and educational degree of “Doctor of Philosophy” or (b) the refusal to award the scientific and educational degree of “Doctor of Philosophy.”

15. Positions must be presented by all members of the jury who are not reviewers. The positions have a maximum length of up to 2 A4 pages, and are written with 1.5 line spacing and font size 12. In those positions it is mandatory to include a clear general impression of the dissertation that focuses on grading, a statement on the relevance and persuasiveness of the results, interpretations, and conclusions and on the character of the scientific contributions, an evaluation of the quality of the scientific publications, reflecting the studies conducted for the dissertation, and a motivated conclusion, unambiguously recommending one of the following proposals for a first evaluation of the dissertation: (a) the awarding of the scientific and educational degree of “Doctor of Philosophy” or (b) the returning of the dissertation for reworking, and in the case of a second evaluation of the dissertation — (a) the awarding of the scientific and educational degree of “Doctor of Philosophy” or (b) the refusal to award the scientific and educational degree of “Doctor of Philosophy.”

16. If the scientific supervisor (or scientific consultant) is a member of the jury, their position is characterised as an opinion of the scientific supervisor and is focused mainly on the qualities shown by the doctoral candidate over the course of their doctorate studies; the position of the scientific supervisor (or scientific consultant) must not contain an evaluation on the character of the scientific contributions.

17. No later than two weeks before the defence, the reviews and positions are published alongside the abstract of the dissertation and the message regarding the appointing of the defence on the NMNHS-BAS website, and the announcement of the date and time of the defence is also published on the BAS website.

18. The jury conducts an open meeting regarding the defence of the dissertation. It proceeds in the following order: 1. The chairman of the scientific jury introduces the doctoral candidate. 2. The doctoral candidate delivers a brief introduction (up to 20 minutes) of the main results of the dissertation. 3. The chairman of the scientific jury presents the reviews and positions of the scientific jury. The doctoral candidate has the right to respond to the reviews and positions. 4. The members of the jury and everyone present at the public defence can ask questions to the doctoral candidate, the reviewers, and the other members of the jury. Those who have questions directed towards them must provide answers. 5. The members of the jury and everyone present at the public defence have the right to publically comment on the dissertation. 6. Each member of the scientific jury publically announces their grade — positive or negative. 7. The chairman of the scientific jury announces the result of the defence.

19. A successfully defended dissertation is considered one that has received at least three positive grades during the defence. An unsuccessfully defended dissertation is returned for reworking. Should the candidate choose to do so, a new procedure for defence can be announced no later than one year from the date of the return and will proceed in the same order. The second defence procedure is final. The costs for it are covered by the doctoral candidate.
20. Minutes are taken for all meetings of the scientific jury. The work of the scientific jury is complete only once every member signs the minutes of the meeting or expresses their opinions and refusal to sign in writing. If a member of the jury refuses to sign the minutes without presenting a written explanation as to why, they do not receive payment for the procedure and the SC of NMNHS-BAS is informed of the incident in regards to the selection of jury members in future procedures.

21. Payments of the members of the scientific jury and the technical secretary that have participated in the procedure are provided after completion of the jury’s work, in accordance with the order of the Director regarding appointing the SJ.

22. The cases in which members of the scientific jury have not presented their reviews and positions within the timeframes, expected in the relevant procedure, are also reported to the SC.

23. The chairman of the scientific jury sends all documentation related to the procedure to the Director of NMNHS-BAS, accompanied by a summary-report. This includes all minutes from jury meetings, reviews, positions, the doctoral candidate’s written answers to the reviews and positions, as well as other documents created by or addressed towards the scientific jury over the course of the procedure.

Article 10.

For procedures regarding dissertation defence for the acquisition of the scientific degree of “Doctor of Sciences,” the following rules apply:

1. The scientific juries are confirmed by the Scientific Council of NMNHS-BAS for each individual procedure for dissertation defence for the acquisition of the scientific degree of “Doctor of Sciences.” The proposal for the members of the scientific jury is made via a report from the head of the NMNHS-BAS department, in which the dissertation has been developed or which proposes the opening of the defence procedure.

2. In the case that the candidate is an employee of NMNHS-BAS, the Director of NMNHS-BAS issues an order stating that the department head closest to the profile of the dissertation is to prepare the proposal for the members of the scientific jury.

3. The scientific juries for procedures of acquisition of the scientific degree of “Doctor of Sciences” consist of 7 members — at least one “internal” for NMNHS-BAS (i.e. employed by the museum) and at least 4 “external” persons (from State Gazette ed. 9, 2012, meaning persons who, until the date of the confirmation of the scientific jury or for at least five years before this date, have not practiced educational or scientific activities in the employ of the higher education or scientific organisation). The members of the jury are outstanding Bulgarian habilitated scientists or international scientists competent in the scientific area of the doctorate project or in a related scientific area. The members of the scientific jury must meet the following minimal national requirements in accordance with Article 2b, Paragraphs 2 and 3 from DASRBA. At least three of the members of the jury are professors. Persons, related to the candidate for acquisition of a scientific degree, and persons with a personal interest that can influence the unbiased and objective performance of their duties as jury members cannot become members of the scientific jury.

4. The report from the relevant department head contains named proposals for members of the scientific jury, including: (1) at least one internal member; (2) one reserve internal member; (3) at least four external members; (4) one reserve external member. The name of
each of the proposed members of the jury is written out with their scientific degree, current academic position, and place of work.

5. The Scientific Council of NMNHS-BAS discusses the proposal for members of the scientific jury within a timeframe of maximum one month after the proposal of the primary unit and confirms it. In the case that the department proposal goes against normative rules, the Scientific Council rules in favour of its confirmation only if the department head expressly states their agreement with the corrections made during the meeting. Otherwise, the proposal is returned to the department for reworking and resubmission.

6. The Director of NMNHS-BAS issues an order for the appointing of the scientific jury on the basis of the minutes of the meeting of the Scientific Council no later than a week after the meeting. This order contains the name of the candidate, the topic of the dissertation, the members of the scientific jury, the reserve members, information regarding provided compensation, the time and place of the first jury meeting (no later than two weeks of the issue date of the order), and the time and place of defence. If the Director cannot personally attend and open the first meeting, the order appoints the person who will represent the governance of NMNHS-BAS during the first meeting. The order also appoints a person (young scientist, specialist, doctoral candidate, or employee of NMNHS-BAS) who will serve as a technical secretary of the jury, as well as the compensation they will receive for this job.

7. Alongside the order, the members of the jury receive and must acquaint themselves with the defence materials as physical and/or electronic copies and the current rules for the work of the SJ at NMNHS-BAS.

8. The meetings of the jury can be conducted in person or via the use of technical means (electronic mail, video-conferencing calls, etc.). The meeting, during which the defence is held, can only be conducted in person. The meetings are provided in Bulgarian, in English, or in a mixture of both languages depending on the jury members or the language proficiency of the candidate. Documentation is taken in Bulgarian or in English. The reports, presented by the jury to the administration of NMNHS-BAS, must be in Bulgarian.

9. The first meeting is opened by the Director of NMNHS-BAS or the person authorised by the Director, as indicated in the order for appointment of the scientific jury. All elected members of the jury must confirm their preparedness to participate. If one of the elected members of the jury is not present for or refuses to participate in the first meeting, they are replaced by the appropriate reserve member and the meeting is scheduled again, at the latest one week after the first meeting. The jury appoints their chairman (who must be an internal member) and three reviewers (of whom at least two are professors and at least one is an external member).

10. The decisions of the jury are taken through unambiguous voting and simple majority.

11. Meetings of the jury cannot be conducted without all members present. In the case that the meeting is conducted in absentia, all members must take a stand on every issue discussed by means of their chosen technical device. The minutes (or a copy thereof) of each meeting must be signed by all members of the jury within the timeframe of one week after the meeting.

12. During the first meeting, the date for submitting reviews and positions is determined (up to three months). This date must be at least two weeks before the date for conducting the defence, as scheduled in the Director’s order for appointing the jury.
13. The reviews have a maximum length of 8 A4 pages, written with line spacing 1.5 and font size 12. Within those pages it is mandatory to include the following sections, each of which must be focused on grading: (1) common features of the dissertation — length and structure; (2) literary awareness and theoretical knowledge of the candidate; (3) methodical approach; (4) relevance and persuasiveness of the results, interpretations, and conclusions; (5) critiques towards the dissertation; (6) character of the scientific contributions, for each of which it must be indicated whether it is original or confirmatory and what its value is for science and/or society (e.g. proposed new theory or hypothesis or the testing of an existing theory or hypothesis with a new methodical approach, a newly discovered phenomenon, a characterisation of a lesser-known phenomenon, the gathering of new empirical data in a lesser-known scientific field, a suggested solution to a practical problem, etc.); the reviewer must explicitly state whether or not they accept the scientific contributions reference formulated by the candidate; (7) an evaluation of the quality of the scientific publications, reflecting the studies conducted for the dissertation; (8) a motivated answer to the question of to what degree the dissertation studies are conducted primarily and personally by the author; (9) a motivated conclusion, unambiguously recommending one of the following proposals: (a) the awarding of the scientific degree of “Doctor of Sciences” or (b) the returning of the dissertation for reworking, and in the case of a second evaluation of the dissertation — (a) the awarding of the scientific degree of “Doctor of Sciences” or (b) the refusal to award the scientific degree of “Doctor of Sciences.”

14. Positions must be presented by all members of the jury who are not reviewers. The positions have a maximum length of up to 2 A4 pages, and are written with 1.5 line spacing and font size 12. In those positions it is mandatory to include a clear general impression of the dissertation that focuses on grading, a statement on the relevance and persuasiveness of the results, interpretations, and conclusions and on the character of the scientific contributions, an evaluation of the quality of the scientific publications, reflecting the studies conducted for the dissertation, and a motivated conclusion, unambiguously recommending one of the following proposals for a first evaluation of the dissertation: (a) the awarding of the scientific degree of “Doctor of Sciences” or (b) the returning of the dissertation for reworking, and in the case of a second evaluation of the dissertation — (a) the awarding of the scientific degree of “Doctor of Sciences” or (b) the refusal to award the scientific degree of “Doctor of Sciences.”

15. No later than two weeks before the defence, the reviews and positions are published alongside the abstract of the dissertation and the message regarding the appointing of the defence on the NMNHS-BAS website, and the announcement of the date and time of the defence is also published on the BAS website.

16. The jury conducts an open meeting regarding the defence of the dissertation. It proceeds in the following order: 1. The chairman of the scientific jury introduces the doctoral candidate. 2. The doctoral candidate delivers a brief introduction (up to 20 minutes) of the main results of the dissertation. 3. The chairman of the scientific jury presents the reviews and positions of the scientific jury. The doctoral candidate has the right to respond to the reviews and positions. 4. The members of the jury and everyone present at the public defence can ask questions to the doctoral candidate, the reviewers, and the other members of the jury. Those who have questions directed towards them must provide answers. 5. The members of the jury and everyone present at the public defence have the right to publically comment on
the dissertation. 6. Each member of the scientific jury publically announces their grade — positive or negative. 7. The chairman of the scientific jury announces the result of the defence.

17. A successfully defended dissertation is considered one that has received at least four positive grades during the defence. An unsuccessfully defended dissertation is returned for reworking. Should the candidate choose to do so, a new procedure for defence can be announced no later than one year from the date of the return and will proceed in the same order. The second defence procedure is final. The costs for it are covered by the candidate.

18. Minutes are taken for all meetings of the scientific jury. The work of the scientific jury is complete only once every member signs the minutes of the meeting or expresses their opinions and refusal to sign in writing. If a member of the jury refuses to sing the minutes without presenting a written explanation as to why, they do not receive payment for the procedure and the SC of NMNHS-BAS is informed of the incident in regards to the selection of jury members in future procedures.

19. Payments of the members of the scientific jury and the technical secretary that have participated in the procedure are provided after completion of the jury’s work, in accordance with the order of the Director regarding appointing the SJ.

20. The cases in which members of the scientific jury have not presented their reviews and positions within the timeframes, expected in the relevant procedure, are also reported to the SC.

21. The chairman of the scientific jury sends all documentation related to the procedure to the Director of NMNHS-BAS, accompanied by a summary-report. This includes all minutes from jury meetings, reviews, positions, the doctoral candidate’s written answers to the reviews and positions, as well as other documents created by or addressed towards the scientific jury over the course of the procedure.

Chapter V. Employment in academic position subject to competition at NMNHS-BAS

Article 11.
1. Competitions for habilitated scientists are announced in the presence of one of the following two conditions:
1.1. In the case of an unoccupied scientific-administrational position on a departmental level.
1.2. In the case of the presence of scientists, meeting the criteria for the relevant position, a competition for a “Associate Professor” or “Professor” can be announced in order to secure growth within the institution, even if the governance of the museum is fully staffed (no governing scientific-administrational positions are open).

2. A competition for “Chief Assistant” is announced in the presence of one or more of the following conditions:
2.1. Securing the growth within the institution of the assistants who have acquired the scientific and educational degree of “Doctor of Philosophy.”
2.2. The need for a non-habilitated scientist with a suitable specialisation for the development of a specific separate scientific area.

3. In the case that there are limitations of financial character (insufficient funds in the budget of the museum) but there is a need for the announcing of more than one competition for the relevant level (department), an evaluation on the scientifically relevant qualifications of the
candidates is prepared and advantage is given to the competition, for which a candidate with higher qualifications is available.

4. In the case that there are limitations of financial character (insufficient funds in the budget of the museum) but there is a need for the announcing of competitions on different levels, a balance is sought for announcing competitions on all levels, with advantage being given to competitions for the position of “Chief Assistant.”

Article 12.
1. Prerequisites for the announcement of competitions for academic positions:
— The presence of a full-time position in the museum (respectively, the department) with a secured wage fund.
— The presence of suitable candidates (internal and/or external) who meet the requirements for the given position as outlined in the NHNMS-BAS criteria and have expressed their willingness to participate in such a competition.

2. The order for announcing competitions for academic positions must include:
(1) A report addressed to the Director of NMNHS-BAS, proposing the announcement of a competition for an academic position, submitted by a scientist in a position of governance at the museum or a department head. The report presents arguments for the prospects of such a decision and reviews the conditions as outlined in pt. 1.
(2) The director makes a proposal before the Scientific Council.

3. A list of the documents, submitted by the candidates:
(1) For “Chief Assistant” — 1 physical copy, 6 copies on CDs, and a link for online access to the electronic version of the documents
• Application for participation in the competition;
• Medical certificate (not required for candidates who are full-time employees of NMNHS-BAS);
• Criminal record certificate (not required for candidates who are full-time employees of NMNHS-BAS);
• Autobiography in accordance with the European model;
• Copies of diplomas (for the degree of “Magister” and the educational and scientific degree of “Doctor of Philosophy”);
• Certificate of internship in the specialisation area, if such internship exists;
• A reference for the compliance of the candidate with the minimal national requirements, the requirements of BAS, and the criteria of the SC of NMNHS-BAS (Article 3 of these regulations);
• A list of scientific publications;
• A list of inventions (if such exist);
• A list of scientifically applicable developments (if such exist);
• A list of citations (with specified citations in SCI or SJR);
• A reference for the contributions;
• A reference for teaching activity (if such exists);
• Copies of all scientific publications;
• Other materials that are relevant to the competition, as estimated by the candidate.
(2) For “Associate Professor” — 1 physical copy, 8 copies on CDs, and a link for online access to the electronic version of the documents

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• Application for participation in the competition;
• Medical certificate (not required for candidates who are full-time employees of NMNHS-BAS);
• Criminal record certificate (not required for candidates who are full-time employees of NMNHS-BAS);
• Autobiography in accordance with the European model;
• Copies of diplomas (for the degree of “Magister,” the educational and scientific degree of “Doctor of Philosophy,” and the scientific degree of “Doctor of Sciences,” if in possession of such);
• Certificate of internship in the specialisation area;
• A reference for the compliance of the candidate with the minimal national requirements, the requirements of BAS, and the criteria of the SC of NMNHS-BAS (Article 3 of these regulations);
• A list of scientific publications, divided into the following sections: (1) scientific publications, on the basis of which a dissertation (or more than one) has been defended; (2) scientific publications aside from those part of dissertations;
• A list of inventions (if such exist);
• A list of scientifically applicable developments (if such exist);
• A list of citations (with specified citations in SCI or SJR);
• A reference for the contributions;
• A reference for doctoral candidates who have successfully defended their dissertation (if such exist);
• A reference for teaching activity (if such exists);
• Copies of all scientific publications;
• Other materials that are relevant to the competition, as estimated by the candidate.

(3) For “Professor” — 1 physical copy, 8 copies on CDs, and a link for online access to the electronic version of the documents
• Application for participation in the competition;
• Medical certificate (not required for candidates who are full-time employees of NMNHS-BAS);
• Criminal record certificate (not required for candidates who are full-time employees of NMNHS-BAS);
• Autobiography in accordance with the European model;
• Copies of diplomas (for the degree of “Magister,” the educational and scientific degree of “Doctor of Philosophy,” and the scientific degree of “Doctor of Sciences,” if in possession of such; for previous habilitation);
• Certificate of internship in the specialisation area;
• A reference for the compliance of the candidate with the minimal national requirements, the requirements of BAS, and the criteria of the SC of NMNHS-BAS (Article 3 of these regulations);
• A list of scientific publications, divided into the following sections: (1) scientific publications, on the basis of which a dissertation (or more than one) has been defended; (2) scientific publications, on the basis of which previous habilitation has been earned (3) scientific publications aside from those part of dissertations and aside from those, on the basis of which previous habilitation has been earned;
• A list of inventions (if such exist);
• A list of scientifically applicable developments (if such exist);
• A list of citations (with specified citations in SCI or SJR);
• A reference for the contributions;
• A reference for doctoral candidates who have successfully defended their dissertation;
• A reference for teaching activity (if such exists);
• Copies of all scientific publications;
• Other materials that are relevant to the competition, as estimated by the candidate.

6. Commissions for reviewing the documents: at the date announced as the end of the competition timeframe, the Director issues an order for the appointment of a three-member commission, in which the following participate:
— The Scientific Director,
— A Human Resources employee,
— The Head of the Department, for which the competition has been announced; in the case of a lack of a Department Head, the position is taken by the Head of the General Assembly of the Scientists of NMNHS-BAS.

The commission verifies the regularity of the documents of the candidates for participation in the competition. Within a 14-day timeframe, the commission issues a statement listing the candidates admitted for participation in the competition and notifies the candidates of the decisions in writing. The motives behind the refusal are included in the written notices to the unadmitted candidates.

7. The Scientific Council conducts an election from the candidates who have successfully passed the competition no later than 14 days after the proposal of the scientific jury. The selected candidates are employed in their respective positions with a directorial order within two weeks of the decision.

8. Each chosen “Associate Professor” must hold a public academic lecture in front of the academic community at BAS within one month from their employment in their new position, and each chosen professor — within two months from their employment.

Article 13.
The procedures for conducting competitions for employment in the academic positions of “Chief Assistant,” “Associate Professor,” and “Professor” are as follows:
1. The scientific juries are confirmed by the Scientific Council at NMNHS-BAS for each specific procedure for conducting a competition for employment in the academic positions of “Chief Assistant,” “Associate Professor,” and “Professor.”
2. A proposal for the members of the scientific jury is prepared in a report by the head of department at NMNHS-BAS whose needs the competition is announced to provide for.
3. In the case that the competition is not announced to provide for the needs of NMNHS-BAS, the proposal for members of the scientific jury is prepared by the Chairman of the Scientific Council in agreement with the head of the higher education or scientific institution that has announced the competition.
4. All reports of the scientific jury and other documents, related to the competition, are submitted to the offices of NMNHS-BAS.
5. The scientific juries for procedures of employment in the academic position of “Chief Assistant” consist of 5 habilitated scientists — at least 1 “internal” to NMNHS-BAS (i.e. employed by the museum) and at least 2 “external” (from Decree of the Council of Ministers nr.11, 24.01.2012 and State Gazette ed. 9, 31.01.2012, meaning persons who, until the date of the confirmation of the scientific jury or for at least five years before this date, have not practiced educational or scientific activities in the employ of the higher education or scientific organisation). The members of the scientific jury must meet the following minimal national requirements in accordance with Article 2b, Paragraphs 2 and 3 from DASRBA. Persons, related to any of the candidates participating in the competition, and persons with a personal interest that can influence the unbiased and objective performance of their duties as jury members cannot become members of the scientific jury.

6. The report from the relevant department head or the chairman of the Scientific Council contains named proposals for members of the scientific jury, including at least one internal and at least two external members. The name of each of the proposed members of the jury is written out with their scientific degree, current academic position, and place of work. The report also proposes a chairman of the scientific jury, as well as a date and time for conducting the competition. The report is presented within two weeks from the deadline for submission of documents and one week from the report of the commission for admittance of candidates for participation in the competition.

7. The Scientific Council of NMNHS-BAS confirms the proposal for members of the scientific jury during their first meeting after the deadline of the competition, but no later than one month from the submission of the report proposing jury members. In the case that the proposal of the submitter contradicts normative rules, the Scientific Council rules for its confirmation with amendments.

8. The Director of NMNHS-BAS issues an order for the appointing of the scientific jury on the basis of the minutes of the meeting of the Scientific Council no later than a week after the meeting. This order contains the date and issue of publication of the competition announcement in the State Gazette, the members of the scientific jury, information regarding provided compensation, and the time and place of conductance of the competition (no later than one month after notifying the candidates of their admittance).

9. On the day of the competition, the candidates present a “Letter of intentions with regards to the competition for ‘Chief Assistant’” with a length of up to 10 standard computer pages (line width 1.5, font size 12), providing a copy of the letter to each of the SJ members. In this letter, they present an overview of their research up to this moment, point out their main scientific contributions and analyse their character and relevance, as well as describe their creative intentions as researchers for the next 5 years. Each page of the “Letter of intentions with regards to the competition for ‘Chief Assistant’” is signed by the chairman of the scientific jury and is conserved as a written work proving the participation of the candidate in the competition.

10. All members of the jury must acquaint themselves with the presented written works of the candidates, as well as with all other submitted documents for participation in the competition.

11. Before meeting, the scientific jury discusses the written works and other materials of the candidates. The jury specifies those of the questions that are common for all candidates.
12. The meeting is conducted immediately after the discussion of the previous point, and each candidate is called in individually in the same order as that of submission of documents for participation in the competition.

13. During the meeting, each candidate offers a brief exposition (up to 20 minutes) on a research subject of their choice, related to the profile of the competition. The members of the scientific jury ask the common clarifying questions, as well as additional specific questions, addressed to the individual candidates. The common questions are asked by the chairman of the scientific jury. Each of the members of the scientific jury has the right to ask additional or clarifying questions.

14. The meeting with each candidate cannot have a duration shorter than 15 minutes or longer than 40 minutes.

15. Each of the members of the scientific jury individually grades the candidates that have participated in the competition, using a six-point system with a precision of 0.50. The grading scale is as follows: Excellent (6) — The candidate has achieved highly significant scientific results in their past research, has an excellent knowledge of the theoretical background of their respective scientific area (including contemporary tendencies) and of contemporary methodological approaches. They can individually formulate scientific questions and working hypotheses and choose research approaches for their confirmation. They clearly, logically, and concretely demonstrate their vision for the directions of their future work. They have excellent skills in written and spoken exposition. No gaps have been observed in the preparation of the candidate or, if such exist, they are few and insignificant. Very good (5) — The candidate has achieved significant scientific results in their past research, has a very good knowledge of the theoretical background of their respective scientific area (including contemporary tendencies) and of contemporary methodological approaches. They can formulate scientific questions and working hypotheses and choose research approaches for their confirmation. They clearly, logically, and concretely demonstrate their vision for the directions of their future work. They have very good skills in written and spoken exposition. The gaps in the preparation of the candidate are insignificant and/or few. Good (4) — The candidate has achieved good scientific results in their past research, has knowledge of the theoretical background of their respective scientific area and of contemporary methodological approaches. Although needing assistance, they can formulate scientific questions and working hypotheses and choose research approaches for their confirmation. They clearly, logically, and concretely demonstrate their vision for the directions of their future work. They have very good skills in written and spoken exposition. Some gaps have been observed in the preparation of the candidate, few of which are significant. Average (3) — The candidate demonstrates knowledge of a particular research matter, including the presence of methodological experience and theoretical knowledge, as seen in their achieved scientific results. At the same time, there are significant gaps in their knowledge, they lack a clear vision for the directions of their future work, and their exposition is not persuasive. Weak (2) — The candidate has failed to offer convincing proof of their capabilities for research — their methodical and theoretical preparation is insufficient, their vision for future research is too general and lacks concreteness and/or logic. Their exposition is not persuasive. The presence of spelling mistakes in the written work is, in and of itself, grounds for a weak grade. The grades “excellent” and “very good” are considered positive (i.e. the candidate can be considered in the selection made by the SC of NMNHS-BAS), while “good,” “average,” and
“weak” are negative (the candidate is not considered in the selection made by the SC of NMNHS-BAS).

16. The scientific jury continues their meeting after each member submits to the chairman a list of the names of all participants in the competition, against each of which their grade is written. The chairman announces the grades given by each member of the jury and calculates the arithmetic mean for each candidate with a precision of up to 0.01, after which the calculated grades are written in the minutes of the competition. The members of the jury have a discussion, in which the main positive and negative aspects of each individual candidate’s performance are formulated and written down in the minutes. The candidates are ordered in descending order of their grades, and those with grades of at least 4.50 are considered to have passed the competition.

17. The scientific jury notifies the candidates of the competition results after the meeting described in the above point is completed.

18. Within one week from the meeting, the chairman of the scientific jury presents a summary report to the Scientific Council, in which the performance of the candidates and their ranking is described and a motivated proposal for selecting a particular candidate is made. The summary report is signed by all members of the scientific jury. The members of the scientific jury have the right to sign with an individual opinion only on the condition that they motivate it in writing. The individual opinions of members of the scientific jury are an unalterable part of the report. The letters of intentions of the candidates with regards to the competition for “Chief Assistant” are also attached to the report.

19. Within the timeframe of 14 days, the Scientific Council of NMNHS-BAS conducts an election via secret voting on the basis of the summary report presented by the scientific jury, in which the candidates viable for vote are those with grades of at least very good (4.50). The chairman of the scientific jury must be present at the meeting of the Scientific Council and participate in the discussion on the matter. Should they wish to do so, the rest of the members of the scientific jury may also be present at the meeting of the SC.

20. The work of the scientific jury is completed once the results from the vote are announced.

21. Payments of the members of the scientific jury that have participated in the procedure are provided after the decision of the Scientific Council, in accordance with the order of the Director regarding appointing the SJ and the report of the chairman of the scientific jury to the Scientific Council.

(2) Competitions for employment in the academic position of “Associate Professor”

22. The scientific jury for procedures of employment in the academic position of “Associate Professor” consists of seven habilitated persons, at least three of whom are “external” (from Decree nr.11 of the Council of Ministers, 24.01.2012 and State Gazette ed. 9, 31.01.2012, meaning persons who, until the date of the confirmation of the scientific jury or for at least five years before this date, have not practiced educational or scientific activities in the employ of the higher education or scientific organisation) and at least three are professors; one reserve “internal” member and one reserve “external” member. The members of the scientific jury must meet the following minimal national requirements in accordance with Article 2b, Paragraphs 2 and 3 from DASRBA. Persons, related to any of the candidates participating in the competition, and persons with a personal interest that can influence the
unbiased and objective performance of their duties as jury members cannot become members of the scientific jury.

23. The report from the relevant department head or the chairman of the Scientific Council contains named proposals for members of the scientific jury. The name of each of the proposed members of the jury is written out with their scientific degree, current academic position, and place of work. The report is presented within two weeks from the deadline for submission of documents and one week from the report of the commission for admittance of candidates for participation in the competition.

24. The Scientific Council of NMNHS-BAS confirms the proposal for members of the scientific jury during their first meeting after the deadline of the competition, but no later than 14 days from the submission of the report proposing jury members. In the case that the proposal of the submitter contradicts normative rules, the Scientific Council rules for its confirmation with amendments.

25. The Director of NMNHS-BAS issues an order for the appointing of the scientific jury on the basis of the minutes of the meeting of the Scientific Council no later than a week after the meeting. This order contains the date and issue of publication of the competition announcement in the State Gazette, the members of the scientific jury, information regarding provided compensation, and the time and place of conductance of the competition. The order also appoints a person (young scientist, specialist, doctoral candidate, or employee of NMNHS-BAS) who will serve as a technical secretary of the jury, as well as the compensation they will receive for this job.

26. Within 14 days of the deadline for submission of documents regarding its first meeting, the scientific jury elects one of its members as chairman and appoints two reviewers, of whom at least one is a professor. The remaining members of the jury prepare their positions. During the first meeting, the jury makes a decision regarding the admittance of the candidates to evaluation. The members of the scientific jury present their reviews and positions within two weeks from their appointment as jury members. The candidates not admitted for evaluation receive a written notification within two weeks from the decision, outlining the arguments of the scientific jury for the termination of their participation in the competition.

27. The reviews have a recommended length of up to 8 A4 pages (for each candidate) with 1.5 line spacing and font size 12. They must contain the following sections, each of which must be focused on grading:

(1) General information on the career and topical development of the candidate;

(2) Main directions in the candidate’s research and the most important scientific contributions on each of them; for each important contribution it must be indicated whether it is original or confirmatory and what its value is for science and/or society (e.g. proposed new theory or hypothesis or the testing of an existing theory or hypothesis with a new methodical approach, a newly discovered phenomenon, a characterisation of a lesser-known phenomenon, the gathering of new empirical data in a lesser-known scientific field, a suggested solution to a practical problem, etc.); the reviewer must explicitly state whether or not they accept the scientific contributions reference formulated by the candidate;

(3) Relevance of the acquired results, proven with citations, publications in prestigious journals, awards, membership in international and national scientific organisations, etc.;
(4) The most highly relevant scientifically applicable achievements, for each of which the importance to society must be outlined;

(5) Demonstrated skill or talent in leading research (heading projects, attracting external financing, etc.)

(6) A motivated answer to the question of to what extent the candidate has a clearly defined profile of scientific research;

(7) The role of the candidate for the education of young aspiring scientists;

(8) A motivated conclusion, unambiguously recommending whether or not to select the candidate in question.

The review ends with a positive or negative conclusion regarding the selection of each of the candidates.

28. The positions have a recommended length of up to 2 A4 pages (for each candidate), with 1.5 line spacing and font size 12. In those, the brightest aspects of the candidate’s work (positive and negative) are pointed out. The author of the position states what they consider to be the most important scientific contributions of the candidate and their value for science and/or society. If desired, the position can also make note of other aspects of the candidate’s work — scientifically applicable achievements, leading research, education of aspiring scientists, etc. The position must provide a motivated answer to the question of to what extent the candidate has a clearly defined profile of scientific research. The position ends with a positive or negative conclusion regarding the selection of each of the candidates.

29. At least two weeks before the concluding meeting of the scientific jury, the prepared by the participants in the procedure references for the scientific contribution of their work after doctoral defence and the lists of citations, as well as the reviews and positions of the jury members, are published on the NMNHS-BAS website.

30. During the concluding meeting, the scientific jury ranks the candidates via open voting and proposes them for selection by the Scientific Council. Minutes are taken by the SJ regarding the results of the competition. The chairman of the jury prepares a report to the Scientific Council, signed by all SJ members, which contains a motivated proposal for the selection of no more than one candidate and is presented no later than 7 days from the concluding meeting of the scientific jury.

31. The procedure is continued in the Scientific Council of NMNHS-BAS, where an election for “Associate Professor” is held within a 14-day timeframe via secret voting on the basis of the proposal presented by the scientific jury, with a positive vote by more than half of the listed members of the SC of NMNS-BAS. The chairman of the scientific jury must be present at the meeting of the SC of NMNHS-BAS and participate in the discussion of the competition. If they wish to do so, the remaining members of the scientific jury may also attend the meeting of the SC of NMNHS-BAS.

32. The work of the scientific jury is completed once the results from the vote are announced, which happens within 6 months of the announcing of the competition in the State Gazette.

33. Payments of the members of the scientific jury that have participated in the procedure are provided after the decision of the Scientific Council, in accordance with the order of the Director regarding appointing the SJ and the report of the chairman of the scientific jury to the Scientific Council of NMNHS-BAS.
Competitions for employment in the academic position of “Professor”

34. The scientific jury for procedures of employment in the academic position of “Professor” consists of seven habilitated persons, at least three of whom are “external” for NMNHS-BAS (from Decree nr.11 of the Council of Ministers, 24.01.2012 and State Gazette ed. 9, 31.01.2012, meaning persons who, until the date of the confirmation of the scientific jury or for at least five years before this date, have not practiced educational or scientific activities in the employ of the higher education or scientific organisation) and at least four are professors; one reserve “internal” member and one reserve “external” member. The members of the scientific jury must meet the following minimal national requirements in accordance with Article 2b, Paragraphs 2 and 3 from DASRBA. Persons, related to any of the candidates participating in the competition, and persons with a personal interest that can influence the unbiased and objective performance of their duties as jury members cannot become members of the scientific jury.

35. The report from the relevant department head or the chairman of the SC (to be written as an abbreviation after its first use) contains named proposals for members of the scientific jury. The name of each of the proposed members of the jury is written out with their scientific degree, current academic position, and place of work. The report is presented within two weeks from the deadline for submission of documents and one week from the report of the commission for admittance of candidates for participation in the competition.

36. The Scientific Council of NMNHS-BAS confirms the proposal for members of the scientific jury during their first meeting after the deadline of the competition, but no later than one month from the submission of the report proposing jury members. In the case that the proposal of the submitter contradicts normative rules, the SC rules for its confirmation with amendments.

37. The Director of NMNHS-BAS issues an order for the appointing of the scientific jury on the basis of the minutes of the meeting of the Scientific Council no later than a week after the meeting. This order contains the date and issue of publication of the competition announcement in the State Gazette, the members of the scientific jury, information regarding provided compensation, and the time and place of conductance of the competition. The order also appoints a person (young scientist, specialist, doctoral candidate, or employee of NMNHS-BAS) who will serve as a technical secretary of the jury, as well as the compensation they will receive for this job.

38. Within 14 days of the deadline for submission of documents regarding its first meeting, the scientific jury elects one of its members as chairman and appoints three reviewers, of whom at least two are professors. The remaining members of the jury prepare their positions. Three reviews and four positions are prepared. During the first meeting, the jury makes a decision regarding the admittance of the candidates to evaluation. The members of the scientific jury present their reviews and positions within two months from their appointment as jury members. The candidates not admitted for evaluation receive a written notification within two weeks from the decision, outlining the arguments of the scientific jury for the termination of their participation in the competition.

39. The reviews have a recommended length of up to 8 A4 pages (for each candidate) with 1.5 line spacing and font size 12. They must contain the following sections, each of which must be focused on grading:

1. General information on the career and topical development of the candidate;
(2) Main directions in the candidate’s research and the most important scientific contributions on each of them; for each important contribution it must be indicated whether it is original or confirmatory and what its value is for science and/or society (e.g. proposed new theory or hypothesis or the testing of an existing theory or hypothesis with a new methodical approach, a newly discovered phenomenon, a characterisation of a lesser-known phenomenon, the gathering of new empirical data in a lesser-known scientific field, a suggested solution to a practical problem, etc); the reviewer must explicitly state whether or not they accept the scientific contributions reference formulated by the candidate;

(3) Relevance of the acquired results, proven with citations, publications in prestigious journals, awards, membership in international and national scientific organisations, etc.;

(4) The most highly relevant scientifically applicable achievements, for each of which the importance to society must be outlined;

(5) Demonstrated skill or talent in leading research (heading projects, attracting external financing, etc.)

(6) A motivated answer to the question of to what extent the candidate has a clearly defined profile of scientific research;

(7) The role of the candidate for the education of young aspiring scientists;

(8) A motivated conclusion, unambiguously recommending whether or not to select the candidate in question.

The review ends with a positive or negative conclusion regarding the selection of each of the candidates.

40. The positions have a recommended length of up to 2 A4 pages (for each candidate), with 1.5 line spacing and font size 12. In those, the brightest aspects of the candidate’s work (positive and negative) are pointed out. The author of the position states what they consider to be the most important scientific contributions of the candidate and their value for science and/or society. If desired, the position can also make note of other aspects of the candidate’s work — scientifically applicable achievements, leading research, education of aspiring scientists, etc. The position must provide a motivated answer to the question of to what extent the candidate has a clearly defined profile of scientific research. The position ends with a positive or negative conclusion regarding the selection of each of the candidates.

41. At least two weeks before the concluding meeting of the scientific jury, the prepared by the participants in the procedure references for the scientific contribution of their work after habilitation/doctoral defence, the list of publications, and the lists of citations, as well as the reviews and positions of the jury members, are published on the NMNHS-BAS website.

42. During the concluding meeting, the scientific jury ranks the candidates via open voting and proposes them for selection by the Scientific Council. Minutes are taken by the SJ regarding the results of the competition. The chairman of the jury prepares a report to the Scientific Council, signed by all SJ members, which contains a motivated proposal for the selection of no more than one candidate and is presented no later than 7 days from the concluding meeting of the scientific jury.

43. The procedure is continued in the Scientific Council of NMNHS-BAS, where an election for professor is held within a 14-day timeframe via secret voting on the basis of the proposal presented by the scientific jury, with a positive vote by more than half of the listed members of the SC of NMNS-BAS. The chairman of the scientific jury must be present at the meeting
of the SC of NMNHS-BAS and participate in the discussion of the competition. If they wish to do so, the remaining members of the scientific jury may also attend the meeting of the SC of NMNHS-BAS. During the procedure, the rules outlined in the Regulations for acquisition of scientific degrees and for employment in academic positions in the Institute of Biodiversity and Ecosystem Research at BAS are maintained.

44. The work of the scientific jury is completed once the results from the vote are announced, which happens within 6 months of the announcing of the competition in the State Gazette.

45. Payments of the members of the scientific jury that have participated in the procedure are provided after the decision of the Scientific Council, in accordance with the order of the Director regarding appointing the SJ and the report of the chairman of the scientific jury to the Scientific Council of NMNHS-BAS.

Article 14.
The procedure for employment of assistants is regulated in accordance with the following rules:

1. An employment contract with the “Assistant” is signed by the Director on the basis of a report by a department head. The report contains motives and a proposal for the duration of the contract, as well as a proposal for the structural unit, to which the “Assistant” is to be assigned. The decision for signing the contract is made by the Director.

2. Within a timeframe of two months, the newly employed assistants must present before the collegium of the department a work plan covering the duration of the contract and a detailed work plan covering their first year. The plan is directed towards the acquisition of the educational and scientific degree of “Doctor of Philosophy” and/or meeting the criteria of the Scientific Council for employment in the academic position of “Chief Assistant.” At the discretion of the collegium, a decision can be made for the appointing of a scientific supervisor of the “Assistant.”

3. The execution of the work plan of the “Assistant” is subject to yearly review and evaluation by the collegium of the department. During this review, a detailed report on the execution of the plan for the previous year is presented, as well as a detailed program for the next year.

4. The collegium of the department votes on a grade for the execution of the program for each one-year period on a three-step grading scale: “positive,” “positive with recommendations,” and “negative.”

5. The department head submits a report to the Director regarding the conducted review of the assistant’s work for the one-year period.

6. In the case of a negative grade by the collegium, the Director may make the decision to terminate the employment contract early or to task the collegium with another review of the assistant’s work after a period shorter than one year.

7. A second employment contract for the same academic position cannot be signed with a person, who has not acquired the educational and scientific degree of “Doctor of Philosophy” or met the criteria for employment in the academic position of “Chief Assistant” within the duration of their first employment contract. In accordance with Article 44 of REDASRBA, the total duration of employment in the academic position of “Assistant” cannot be more than 2 years for persons who have been doctoral candidates or 4 years for persons who have not been doctoral candidates before the signing of the contract.
Article 15.
1. Persons, employed in the academic position of “Associate Professor” or “Professor” in a higher education or other scientific institution, including those in other countries of the European Union, can be appointed at the same academic position at NMNHS-BAS without a competition, but instead simply via election by the SC of IBER-BAS in accordance with the order outlined in these regulations. The fulfilment of the scientific criteria of the SC of IBER-BAS for employment in the position in question is a mandatory condition for such an employment.

2. The candidate for employment in the academic position in question submits a request to the Director of NMNHS-BAS, attached to which are a document, verifying that the candidate has occupied the same position in a higher education or scientific institution, as well as all documents, necessary for application for a competition for employment in a scientific position in accordance with DASRBA and these regulations. The submission can be wholly or partially in electronic format. Within one week from the submission, the Director sends the documents for review in the admittance department at NMNHS-BAS, where within a timeframe of two weeks the proposal for a collegium meeting is reviewed and a decision is sent to the Director. The collegium does not vote on this proposal.

3. The director submits to the SC of IBER-BAS a report with a proposal for the opening of the relevant academic position in the relevant department of NMNHS-BAS and for the selection of the candidate. The SC of IBER-BAS appoints a commission, consisting of three habilitated scientists competent in the same or similar scientific area, and appoints its chairman. The commission reviews the documents of the candidate and the fulfilment of the criteria for employment in the academic position in question over a period of one month. The commission makes a decision via open voting, in which a positive decision is considered one where at least two of the members of the commission have voted in support of a proposal. The commission prepares a report, containing unambiguous proposals regarding (i) the necessity of opening the relevant academic position, (ii) the compliance of the research profile of the candidate with the profile of the scientific unit in question, in which the academic position is opened, and (iii) the selection of the candidate for employment in this position.

4. Within one month, the SC of IBER-BAS makes a decision via open voting and simple majority on the opening of an academic position in the relevant department of NMNHS-BAS and conducts an election via secret voting. The candidate can be considered as elected if more than half of the listed members of the SC of IBER-BAS have voted in favour of their election.

5. Within two weeks, the Director issues an order regarding the employment of the candidate on the academic position in question on the basis of the decision made by the SC of IBER-BAS and the diploma for employment in an academic position issued by the higher education or scientific institution, in which the position in question has been acquired by the candidate via a competition.
Chapter VI. Additional provisions

§1. In the case of an inability of the SC at NMNHS-BAS to make a decision due to the lack of a sufficient number of “internal” habilitated scientists in the relevant scientific area that can be assigned to the scientific jury or due to the lack of accreditation in the relevant specialisation, the conducting of procedures can be contracted out to external institutions, provided that their conditions and regulations are maintained.

§2. In accordance with Article 2, Paragraph 8 of REDASRBA, the scientific jury can, on exception, make decisions in absentia, provided that in these cases the discussion and voting are done via the necessary technical means to allow for discussion in real time. The concluding meetings of scientific juries can be conducted only in the presence of all their members.

§3. “A scientific publication” as understood in this regulation refers to a scientific work, published in periodical scientific journals or thematic scientific collections, scientific monographs for which the editorial collegium is provided, exact bibliographic data incl. pages and ISSN or ISBN registration, or parts of such books or monographs with individual authorship.

§4. As citations of the scientific works are considered citations in scientific publications, including the following electronic editions: electronic magazines, books, and collections with an ISSN or ISBN and a provided editorial collegium. Electronic editions such as e-catalogues, e-databases, and other thematic websites are not considered citations, even if they are institutional.

§5. A “specialised international edition” as understood in these regulations refers to one with an international editorial collegium.

§6. A “specialised scientific edition” as understood in these regulations refers to one with a clearly defined scientific theme and a provided editorial collegium, exact bibliographic data incl. pages, and an ISSN or ISBN registration.

§7. (1) A “monograph” as understood in these regulations refers to a published scientific edition, containing a complete and well-rounded examination of a certain subject, problem, or person, written by one or more authors with a similar outlook. The monograph is a scientific work that does not repeat or summarise existing knowledge, has a scientific editor and/or scientific reviewers, possesses an ISBN, and has a length of no less than 100 standard pages with 1800 characters per page. It contains an extended contents, an exhaustive bibliography, and the text refers to other scientific publications. (2) Catalogues can also be accepted as monographic works, as long as they meet the requirements for length and originality.

Chapter VII. Preceding and concluding provisions

§1. The enforcement of these regulations is entrusted to the Chairman of the SC of NMNHS-BAS.

§2. These regulations have been accepted by the SC of NMNHS-BAS on the 23rd of July, 2020 (Minutes 73).