

REGULATIONS ON THE IMPLEMENTATION OF THE DEVELOPMENT OF ACADEMIC STAFF IN THE INSTITUTE OF MOLECULAR BIOLOGY "ACAD. ROUMEN TSANEV" (IMB) AT THE BULGARIAN ACADEMY OF SCIENCES

The Regulations of the IMB are agreed upon with the Development of the Academic Staff in the Republic of Bulgaria Act (DASRBA) (last amended SG No. 17 of 26 February 2019), with the Regulations on the Implementation of the Development of the Academic Staff in the Republic of Bulgaria Act adopted by the Ministry of Education Republic of Bulgaria (PMS No. 202 of 10.09.2010, amended and supplemented, SG No. 15 of 19 February 2019) and with the Regulations for the conditions and procedures for acquiring scientific degrees and for holding academic positions at the BAS (amended and supplemented on October 29, 2018 and corr. on December 10, 2018). These Regulations shall govern the internal rules and requirements for the development of the academic staff of the Institute of Molecular Biology "Acad. R. Tsanev". Appendix 1 is an integral part of these Regulations.

REQUIREMENTS FOR CANDIDATES FOR OBTAINING SCIENTIFIC DEGREES AND HOLDING ACADEMIC POSITIONS AT IMB

1. Acquisition of educational and scientific degree "Doctor of Philosophy"

1.1. Necessary conditions for obtaining the educational and scientific degree "PhD" (ESD "PhD") are:

- the candidate must have the educational and qualification degree "Master";
- have passed the necessary examinations for Doctoral students according to the individual plan and those determined by the Centre for Education of the BAS;
- meet the minimum national requirements for the acquisition of ESD "PhD" according to PZRASRB - BAS, specified in Appendix 1 of these Regulations;
- have successfully defended his/her dissertation paper.

1.2. The candidate shall prepare: a dissertation paper on a topic approved by the Scientific Council (SC) and an abstract in Bulgarian or English languages. The dissertation paper for obtaining the ESD "PhD" must contain scientific and/or scientifically applied results that represent an original contribution to science, based on which the minimum requirements defined in Appendix 1, an integral part of the Regulations, are fulfilled. The dissertation paper for obtaining the ESD "PhD" shall be structured according to the requirements also presented in art. 27, para. 2 of PPZRASRB and written by the Doctoral student with the methodological assistance of the supervisor. The dissertation paper may include the results of collective works. The same publications cannot be included in two or more dissertation papers for obtaining the same scientific or educational and scientific degree, except in cases where the results described therein can be separated by methodological and/or authorial contribution by authors' separation protocol. The dissertation paper can be written in Bulgarian or in English languages.

1.3. The Doctoral student shall submit the following documents to the IMB office:

- application for admission to thesis defense;
- CV according to the European standard;
- a copy of a diploma for a completed master's degree;
- protocols and certificates of successfully passed exams according to the individual training plan;

- a list of publications on his/her dissertation paper and a separation protocol for the author's contributions (if necessary);
- copies of the publications;
- a list of noticed citations (if any);
- the dissertation paper in 1 paper (hard) copy;
- an extended abstract in 6 paper copies (hard copies);
- electronic form (CD) - 6 CDs with all the above-mentioned documents, an abstract in Bulgarian or English languages, and a copy of these Regulations.

1.4. The procedure for the defense of a dissertation paper for the acquisition of the educational and scientific degree "PhD" includes the following stages:

- Doctoral students shall acquire the right to defend a thesis by decision of the Scientific Council, on the proposal of the sectional seminar after a preliminary defense;
- the preliminary defense shall be held at a sectional seminar after the presentation of the dissertation paper upon the proposal and positive assessment of the supervisor (consultant) of the Doctoral student;
- at least 5 habilitated persons (shall) present at the session of the sectional seminar, with at least 3 of them being professors or doctors of science. The Doctoral student shall present a brief introduction (exposition) of the results of his/her dissertation paper and after a discussion, a decision is made on the Doctoral student readiness to be admitted to the defense. A proposal is made for the composition of the Scientific Jury. The Scientific Jury shall consist of 5 persons habilitated in the relevant scientific field, with at least 1 of the members shall be a professor, and at least 3 of the jury members shall be external to the IMB. The scientific supervisors (consultants) shall not participate in the Scientific Jury. The composition of the jury shall include 2 reserve members (1 internal and 1 external to IMB);
- the decision of the sectional seminar for the right of defense is taken by open vote;
- within a period of 1 week, the Head of the section/department shall present a protocol of the meeting for consideration by the Scientific Council. In the case of a negative opinion (decision/assessment) of the sectional seminar, the Scientific Council shall propose reworking the dissertation paper within 6 months. In the case of a positive assessment and based on the presented documents and materials, the sectional seminar shall propose to the Scientific Council for Scientific Jury. No later than 1 month, the Scientific Council shall approve the Scientific Jury;
- within one week after the decision of the Scientific Council, the Director issues an order on the composition of the Scientific Jury and the date of the defense;
- the first meeting of the members of the Scientific Jury shall be initiated by the Director of the IMB. At it, the Scientific Jury elects a chairperson who shall be internal to the IMB. 2 reviewers shall be elected from the staff of the Scientific Jury, at least one of whom shall be an external member. The reviewers must not be co-authors on the publications included in the dissertation paper. The other members of the Scientific Jury shall prepare a written opinion;
- the reviews and opinions shall end with a positive or negative evaluation and shall be submitted to the IMB office within 3 months after the appointment of the Scientific Jury.

- reviews and opinions in Bulgarian and English languages shall be submitted to the IMB office on paper and electronic form. The reviews, opinions and the abstract are published at least 2 weeks before the final meeting of the Scientific Jury on the website of the IMB in pdf format and without a signature, and the date of their announcement is certified by a protocol signed by the Chairperson of the Scientific Jury. Within a month after the publication, the jury shall hold ~~holds~~ an open session for the defense of the dissertation paper. The date and time of the open meeting of the Scientific Jury shall be announced at least 2 weeks before the meeting on the websites of the IMB and BAS. During this two-week period, the documents for the Doctoral student's defense are available at the IMB office;
- the open meeting of the Scientific Jury for the defense of the dissertation paper is considered regular, when all the members of the Scientific Jury are present or when a conference call is provided with an absent member of the Scientific Jury;
- the meeting shall proceed in the following order: presentation of the Doctoral student by the chairman of the Scientific Jury, a brief presentation of the main results from the dissertation paper by the Doctoral student, presentation of the reviews and opinions by the chairman of the Scientific Jury, response of the Doctoral students to the reviews and opinions and discussion on the presented dissertation paper, in which both the members of the Scientific Jury and all those present at the defense may participate;
- all members of the Scientific Jury shall give their assessment of the Doctoral student publicly. A defense in which at least 3 positive evaluations are received is considered successful;
- the educational and scientific degree "PhD" is acquired from the day of the defense and is certified by a diploma according to a model;
- in the event of an unsuccessful defense, the Doctoral student shall be given a single opportunity to revise his/her dissertation paper and shall resubmit it for defense no later than 1 year after the first defense;
- the necessary information on the completed procedure is sent to the National Centre for Information and Documentation.

2. Acquisition of the scientific degree "DOCTOR OF SCIENCE"

2.1. Necessary conditions for acquiring the scientific degree "Doctor of Science" are:

- the candidate must have a "PhD" degree;
- shall meet the minimum national requirements for acquiring the scientific degree "Doctor of Science" according to PZRASRB - BAS, as well as the requirements, specified in Appendix 1 of these Regulations;
- shall successfully defend his/her dissertation paper for "Doctor of Science".

2.2. The candidate shall prepare:

- a dissertation paper, which should not repeat the topic and a significant part of the content of the work submitted for the acquisition of the ESD "PhD". The dissertation paper for obtaining the scientific degree "Doctor of Science" must contain theoretical summaries and solutions to major scientific or scientific applied problems that correspond to modern achievements and represent a significant and original contribution to science;

- the dissertation paper for obtaining the scientific degree "Doctor of Science" may include results of collective works. The same publications may not be included in two or more dissertation papers to obtain the same scientific degree, except in cases where the results described therein may be separated by methodological and/or author's contribution by means of a separation protocol between the authors;
 - the dissertation paper may be written also in English language according to classic pattern or in the form of a collection of scientific publications accompanied by comprehensive literature review and associated discussion.
 - author's abstract in Bulgarian or English languages.
 - if the candidate or at least one of the members of the Scientific Jury are foreign scientists, the defense is conducted in English language.
- 2.3. The candidate shall submit his/her dissertation paper for discussion at the section seminar. At least 7 habilitated scientists must be present at the session of the sectional seminar who are specialists in the field of the dissertation paper, with at least 4 of them shall be professors or doctors of science. The sectional seminar, by public vote, shall come out with an opinion in support of the qualities of the proposed work and a proposal for members of the Scientific Jury. The protocol of the meeting shall be sent to the Scientific Council of the IMB. In the event of a negative opinion, the Scientific Council shall propose revision of the dissertation paper.
- 2.4. In case of a positive assessment of the sectional seminar, the candidate shall submit to the IMB office the following documents:
- application for admission to defense;
 - CV according to the European model;
 - a copy of the diploma for the acquired ESD "PhD";
 - a list of publications submitted by the candidate for acquiring the ESD "PhD" and for obtaining the scientific degree "Doctor of Science";
 - a list of the conferences at which the results of the dissertation paper were presented;
 - a list of the citations of the publications included in the dissertation paper;
 - a copy of the publications and patents included in the dissertation paper;
 - the dissertation paper in 1 paper (hard) copy;
 - extended abstract of the dissertation paper in Bulgarian and English languages in 8 copies;
 - on electronic form (CD) - 8 copies with all the above documents, abstract in Bulgarian or English languages, and a copy of these Regulations;
- 2.5. Based on the proposal made at the sectional seminar, within 1 month after submission of the required documents, the Scientific Council shall elect the members of the Scientific Jury. The Scientific Jury shall consist of 7 habilitated scientists, of whom at least 3 shall be professors and at least 4 members shall be external to IMB, and 2 reserve members shall also be elected, at least 1 of whom shall be external to the IMB.
- 2.6. The procedure and terms for the operation of the Scientific Jury are like those of the Scientific Jury for award of ESD "PhD". 3 reviewers shall be selected, at least 2 of whom shall be professors. At least one of the reviewers shall be an external member of IMB. Reviewers must not be co-

authors in the publications included in the dissertation paper. The other members of the Scientific Jury shall prepare opinions. The reviews and opinions shall be submitted to the office of the IMB within 3 months after the election of the Scientific Jury. Reviews and opinions in Bulgarian and English languages shall be submitted to the IMB office on paper and electronic form. The reviews, opinions and the extended abstract shall be published at least 2 weeks before the final Scientific Jury meeting on the website of the IMB in pdf format and without signature, as the date of their announcement shall be certified by a protocol signed by the Chairperson of Scientific Jury and the candidate of the scientific degree. Within one month of publication, the jury shall hold an open session to defend the dissertation paper. The date and time of the open meeting of the Scientific Jury shall be announced at least 2 weeks before the meeting on the websites of IMB and BAS. During these two weeks, the documents for the candidate's defense are available at the office of the IMB.

- 2.7. The open meeting of the Scientific Jury for the defense of the dissertation paper shall be considered regular, when all members of the Scientific Jury are present or when a conference (call) is provided with an absent member of the Scientific Jury.
- 2.8. A dissertation paper that has received at least 4 positive assessments shall be considered successfully defended. The scientific degree "Doctor of Science" shall be acquired from the day the dissertation paper has been successfully defended.
- 2.9. An unsuccessfully defended dissertation paper shall be returned for revision. In case the candidate wishes, a new procedure may be announced for defense, no later than 1 year from the date of its return. The second procedure for a defense shall be final.
- 2.10. The scientific degree "Doctor of Science" shall be certified by diploma according to a model.
- 2.11. The necessary information of the completed procedure shall be sent to the National Centre for Information and Documentation.
- 2.12. The IMB may award the scientific degree "Doctor of Science" to foreign scientists.

3. Conditions and procedure for taking the academic position ASSISTANT

- 3.1. The following persons may be appointed to the position of "Assistant":
 - a person holding "Master" degree;
 - a doctoral student, dismissed with the right to defend his/her dissertation paper, on a fixed-term basis employment contract for a period not longer than 2 years. The appointment shall be made by the director of the IMB on the proposal of the Head of the section in which the person shall work;
 - a person who has held the position of "Assistant" in another institute of BAS or University, with the recommendation of the Head of the relevant institution and interviewed under the above conditions. The appointment shall be on a fixed-term employment contract with duration specified above, depending on whether he/she has been Doctoral student, as well as for what period he/she has been appointed to that position.
- 3.2. After the expiration of the temporary employment contract, the Head of the Department/Section shall submit an assessment of the person's work to the IMB's Scientific Council. The assessment must contain information for the scientific work of the assistant, his/her participation in projects on which the section works, an opinion about the personal qualities of the assistant, especially

about his/her ability to cope with scientific problems, independently or under the guidance of the immediate supervisor. The Scientific Council may propose to the Director of the IMB:

- after successful defense of a Doctoral dissertation paper within the specified period, to the assistant to be opened a procedure for a competition for the position „Chief Assistant“; the person should be released from the position of "Assistant";
- the person should be appointed to the position of specialist - "biologist", "chemist", etc.

4. Conditions and procedure for occupancy the academic ASSISTANT PROFESOR

4.1. Necessary conditions for holding the position of "Assistant Professor“:

- candidates must have obtained the ESD "PhD";
- to meet the minimum national requirements for holding the academic degree "Chief assistant" position according to PZRASRB - BAS;

4.2. A decision to announce a competition for the post "Chief assistant" -shall be made by the Scientific Council on a proposal of the Director of the IMB or the Head of section. The proposal should be argued with the necessity of such a position for the development of the topic of the section.

4.3. The competition is announced in the State Gazette with 2-month deadline for submission of documents. The candidates shall submit the following documents to the IMB office:

- application for participation in the competition;
- CV according to the European model;
- a copy of a diploma for obtaining a ESD "PhD" / (PhD);
- an extended abstract of the dissertation paper for the acquisition of the ESD "PhD";
- medical certificate (not required for applicants - BAS employees);
- criminal record certificate - required by the employer administratively (not required for candidates – BAS employees);
- a certificate of internship in the specialty (if any).
- an electronic form with all the above-mentioned documents, as well as a copy of the current Regulations.

4.4. Before the end of the competition period, the Scientific Council shall propose the Scientific Jury that shall hold the competition. The Scientific Jury shall be composed of 5 habilitated persons, of whom at least 2 members shall be external to the IMB. 2 reserve members shall also be elected, at least 1 of whom must be external. The Scientific Jury is appointed by order of the Director of the IMB. Meetings of the Scientific Jury shall be considered regular when all members of the Scientific Jury are present or when it is provided a conference call with an absent member of the Scientific Jury. At its first meeting the Scientific Jury shall determine a chairperson, as well as the date and time of the competition.

4.5. Candidates shall be admitted to the competition after verification of the documents by a committee comprising the scientific secretary of the IMB, the Head of the section, for whose purposes the competition has been announced, and the HR manager, up to 1 week after the deadline for submission of the competition documents. If the candidate in the competition is a person holding the position of Assistant professor in another institute of BAS or University, the

Scientific Council may decide on his appointment without competition. In the event of a negative opinion, the candidate shall participate in the competition in the order indicated.

- 4.6. Candidates shall be notified in writing of their admission to the competition within 14 days after the commission's inspection. The competition shall be held no later than 1 month after notification to applicants.
- 4.7. At the beginning of the closing session, the candidates shall make a short presentation on a topic chosen by them, corresponding to the announced competition, and answer questions from the members of the jury. Each member of the jury shall evaluate the candidates individually based on the fulfillment of the minimum national requirements according to PZARASRB – BAS and the candidate's presentation.
- 4.8. In the case of more than 1 candidate, the Scientific Jury may require additional information.
- 4.9. The chairperson of the Scientific Jury shall prepare a report with a reasoned proposal for choosing no more than 1 candidate. The report shall be signed by all members of the Scientific Jury and within 7 days after the exam shall be presented to the Scientific Council of the IMB.
- 4.10. Within 14 days after receiving the report of the Scientific Jury, the Scientific Council shall conduct an election for the Assistant professor.
- 4.11. All candidates shall be notified in writing of the selection results after the meeting of the Scientific Council.
- 4.12. The selected candidate shall be appointed by the Director of the Institute within 1 month of the announcement of his/her election.
- 4.13. If the candidate who won the competition was not employed permanently in the IMB, he would be appointed with a temporary employment contract. Upon expiration of the temporary employment contract and after attestation, the Scientific Council of the IMB shall decide according to the Labour Code and the Statute of the BAS.
- 4.14. For occupying the academic position of " Chief assistant", a certificate is issued under-sample.
- 4.15. The necessary information on the completed procedure shall be sent to the National Centre for Information and Documentation.

5. Conditions and procedure for taking the academic position "ASSOCIATE PROFESSOR"

- 5.1. The competition for the academic position "Associate Professor" shall be announced by decision of the Scientific Council based on a motivated proposal of the Director of the IMB or Head of a section. The need for such a position is motivated for the development of the relevant subject of the section and the Institute, and the future scientific engagement of the candidate for the position is substantiated (work on an existing topic or development of a new topic in a prospective direction).
- 5.2. The competition shall be announced in the State Gazette with a 2-month deadline for submission of documents.
- 5.3. Candidates for the academic position "Associate Professor" must meet the following conditions:
 - to have a ESD "PhD";

- to have occupied the academic position of "Assistant Professor" at the BAS or University for at least 2 years or have at least 5 years of scientific experience in one of the main thematic areas of the Institute;
- to submit publications that do not repeat those submitted for the acquisition of the ESD "Doctor of Philosophy" and for the acquisition of the scientific degree "Doctor of Science";
- to meet the minimum national requirements for holding of the academic position of "Associate Professor" according to PZRASRB - BAS.

5.4. If the candidate held the position of "Associate professor" in another institute of the BAS or University, the Scientific Council may decide on the application of Art. 15 para. 3 of DASRBA (Development of Academic Staff in the Republic of Bulgaria Act) for taking the position without competition, but with election by the Scientific Council. The Scientific Council has the right to require the candidates of the competition to present a short report on their research work to the members of the Scientific Council.

5.5. Candidates for the competition shall submit the following documents to the IMB office:

- application for participation in the competition;
- CV according to the European model;
- a copy of the diploma for the acquisition of the ESD "PhD" and the scientific degree "Doctor of Science" (if any);
- extended abstract of the dissertation papers for the acquisition of the educational and scientific degree "PhD" and the scientific degree "Doctor of Science" (if any);
- medical certificate (not required for applicants - BAS employees);
- criminal record certificate – required by the employer administratively (not required for candidates – BAS employees);
- a certificate of internship in the specialty, if there is one;
- a list of publications, distinguishing the participation of the candidate for the acquisition of the ESD "PhD", for the acquisition of the scientific degree "Doctor of Science" (if any), as well as for participation in the competition for "Associate Professor";
- a detailed report on the fulfillment of the minimum national requirements for occupying the academic position "Associate Professor" according to PZRASRB - BAS, as it should contain lists of publications, citations, participation in projects, etc., proving the points for the individual indicators in Table 2.
- habilitation extended report on scientific contributions, representing a brief statement in which the candidate shall describe the place of the research carried out in the relevant scientific field and his contributions. The habilitation reference must contain: 1. An introduction, which briefly describes the essence of the researched scientific problems and their place among the research of other researchers in this field; 2. Main scientific contributions, in which the candidate shall describe in detail and comprehensively the specific original scientific contributions with which he applied in the competition and his visions for future research work; 3. A bibliography in which the articles with which the candidate participates in the competition are clearly distinguished from the other articles of the candidate and the articles of other authors;

- summaries of the publications in Bulgarian and English languages, with which the candidate participated in the competition;
 - copies of the candidate's publications and a copy of the habilitation thesis - monograph (if any) for participation in the competition for "Associate Professor"
 - 8 CDs with all the above-mentioned documents, as well as a copy of these Regulations.
- 5.6. The regularity of the documents of the participants in the competition is checked by a commission composed of: the scientific secretary of the IMB, the Head of the section and the HR manager. Candidates will be notified in writing of the results of the inspection within 7 days. The notification shall serve as a document for admission to the competition.
- 5.7. The competition shall be conducted by a jury of 7 members, with at least 3 of the members being external to the IMB and at least 3 being professors. The scientific jury shall be appointed by the Director of the IMB on the proposal of the Scientific Council. In the event of a conflict of interest, the Scientific Council reserves the right to make changes to the Scientific Jury. The Scientific Jury shall hold the competition within 6 months of its announcement in the State Gazette.
- 5.8. Meetings of the Scientific Jury shall be considered regular when all board members are present or when a conference call is provided with an absent board member.
- 5.9. At the first meeting of the Scientific Jury which is initiated by the Director of the IMB, a chairperson and two reviewers are elected. At least one of the reviewers is a professor. Reviewers do not have to be co-authors on the entries for the competition. The other members shall prepare written opinions. Reviews and opinions end with a positive or negative evaluation of the candidate. The members of the Scientific Jury shall submit their reviews and opinions no later than 2 months after their determination. The reviews and opinions in Bulgarian and English languages shall be submitted on paper and in electronic form to the IMB office and are published two weeks before the final meeting of the Scientific Jury on the website of the IMB in pdf format and without a signature, and the date of their announcement is certified with a protocol signed by the chairperson of the Scientific Jury and at least 1 of the candidates in the competition.
- 5.10. In the case of two or more applicants and with equal grades, the Scientific Jury reserves the right to request information from the applicants based on additional criteria beyond the minimum national requirements for holding the academic position of "Associate Professor" and requirements specified in Appendix 1 of these Regulations:
- 5.11. Candidates holding the scientific degree "Doctor of Science" on the subject of the competition have priority, other conditions being equal.
- 5.12. At the final meeting, the presented reviews and opinions shall be considered, and the candidates shall make a short presentation on a topic of their choice, corresponding to the announced competition, and shall respond to the notes indicated in the reviews and opinions, as well as to the questions addressed to them by the members of the Scientific Jury.
- 5.13. A protocol is drawn up for the results of the competition. On the basis of the protocol, the chairperson of the Scientific Jury shall prepare a report, which shall be signed by all members of the Scientific Jury and submitted for consideration to the Scientific Council within 7 days of the competition. The report shall contain a reasoned proposal for the selection of no more than one of the candidates.

- 5.14. Within 14 days after receiving the report of the Scientific Jury, the Scientific Council shall conduct the election.
- 5.15. Candidates in the competition shall be notified in writing of the results of the competition.
- 5.16. For holding of the academic position of "Associate professor", a certificate according to the model is issued.
- 5.17. The successful candidate shall be appointed by order of the Director from the date of the election and shall be required to take up his position within 1 month after that date.
- 5.18. The necessary information on the completed procedure shall be sent to the National Centre for Information and Documentation.
- 5.19. Within a period of up to 1 month after assuming his/her position, the selected Associate Professor shall deliver a public academic lecture on a topic close to that of the competition. The topic of the lecture, the date and the time shall be announced on the website of IMB, as well as on the official information boards of the Institute.

6. Term and conditions for holding the academic position of "PROFESSOR"

- 6.1. The competition for the academic position of "Professor" shall be announced by a decision of the Scientific Council on a motivated proposal of the Director of the IMB or the Head of Department/Section. The need for such a post for the development of the specific topic of the Section and the Institute as well as the scientific commitment of the candidate for the post (working on an existing topic or developing a new one in a promising field) shall be reasoned.
- 6.2. The competition shall be announced in the State Gazette with a deadline for documents submission of 2 months.
- 6.3. Candidates to take the academic position "Professor" shall meet the following criteria:
 - they shall hold the higher educational and academic degree "Doctor of Philosophy" or the academic degree "Doctor of Science";
 - they should have hold an academic position "Associate Professor" for at least 2 years at the Institute of BAS or University, or should have at least 7 years of scientific experience in any of the main research areas of the Institute;
 - shall present publications, which do not repeat papers submitted for acquiring an educational and scientific degree "PhD", for acquiring a scientific degree "Doctor of Science" or for taking the academic position "Associate Professor";
 - shall meet the minimum national requirements for the academic position "Professor" according to RIDASRBA (Regulations on the Implementation of the Development of Academic Staff in the Republic of Bulgaria Act) and Appendix 1 of current Regulations. In cases when the candidates have not held the post of "Associate Professor", they should present evidence that they meet the minimum and specific requirements set out in Appendix of these Regulations for both the position of "Associate Professor" and "Professor".
- 6.4. In case the candidate has held the position of "Professor" in another institute of BAS or University, the Scientific Council may decide on application of Article 15 par. (3) of the DASRBA for taking the position without a competitive selection process, but with an election by the Scientific Council.

The Scientific Council shall have the right to require the candidates to present a short report on their research work to the Scientific Council members.

6.5. Candidates shall submit the following documents to the IMB Office:

- application for participation in the competition;
- CV according to the European standard;
- a copy of the diploma for Educational and Scientific degree “PhD” and the degree “Doctor of Science” (if the latter is acquired);
- abstracts of the dissertations for the degree of “PhD” and the degree of “Doctor of Science”;
- medical certificate (not required for applicants – employees of BAS);
- criminal record certificate – required by the employer administratively (not required for applicants – employees of BAS);
- certificate for work experience in the field;
- a detailed report of the fulfilment of the minimum national requirements for acquiring the academic position “Professor”, as specified in Appendix 1 of the current Regulations, that should contain lists of publications, citations, project participations, etc., supporting the scores for the specific indicators in Table 2;
- list of the publications for the acquisition of “PhD” degree, for acquiring scientific degree “Doctor of Science” (if any), for taking academic position “Associate Professor”, as well as the publications for participation in the competition for the academic position “Professor”;
- abstracts of the publications in Bulgarian and English languages, with which the candidate shall participate in the competition;
- habilitation extended report on the scientific contributions, representing a brief statement in which the candidate describes the place of his/her research in the relevant scientific field and his/her personal contributions. The habilitation report must contain: 1. An introduction, briefly describing the essence of the scientific problems investigated and their place within other scientists studies in this field; 2. Main scientific contributions, where the candidate describes in detail and comprehensively the specific original scientific contributions with which he applied in the competition and his/her visions for future research work; 3. A bibliography that clearly identifies the articles selected for the competition and clearly distinguishes them from the other articles of the candidate and from the articles of other authors;
- copies of the candidate’s publications and a copy of the habilitation thesis – monograph (if any) for participation in the competition for “Professor”;
- 8 CDs containing all the above-mentioned documents and a copy of these Regulations.

6.6. The regularity of the documents of the participants in the competition shall be verified by a commission composed of: the scientific secretary of the IMB, the Head of the section and HR manager. Applicants shall be notified of the verification results in writing within 7 days. The notification shall serve as a document of admission to the competition.

6.7. The competition shall be conducted by a jury of 7 members, with at least 3 of the members shall be external to the IMB and at least 3 shall be professors. The Scientific Jury shall be appointed by the Director of the IMB on the proposal of the Scientific Council. In the event of a conflict of interest, the Scientific Council reserves the right to make changes to the Scientific Jury (SJ). The

Scientific Jury shall conduct the competition within 6 months of its announcement in the State Gazette.

- 6.8. Meetings of the Scientific Jury shall be considered regular when all members of the Scientific Jury are present or when a conference call is provided with an absent member of the Scientific Jury.
- 6.9. At the first meeting of the Scientific Jury, initiated by the Director of the IMB, a Chairperson and three reviewers shall be elected. At least two of the reviewers shall be professors. The reviewers shall not be co-authors of the publications selected for the competition. The other members shall prepare written opinions. Reviews and opinions shall end with a positive or negative evaluation of the candidate. The members of the Scientific Jury shall submit their reviews and opinions no later than 2 months after their assignment. The reviews and opinions in Bulgarian and English languages shall be submitted on paper and in electronic form at the IMB Office, and shall be published at least 2 weeks before the final meeting of the Scientific Jury on the website of the IMB at pdf format and without signature, and the date of their announcement shall be certified by a protocol signed by the Chairperson of Scientific Jury.
- 6.10. In the case of several applicants and equal grades, the Scientific Jury reserves the right to request information from the applicants based on additional criteria beyond the minimum national requirements for holding the academic position of "Professor" and requirements specified in Appendix 1 of these Regulations;
- 6.11. Candidates holding the scientific degree "Doctor of Science" have a priority in the selection, in case other conditions are equal;
- 6.12. At the final meeting of the Scientific Jury, the submitted reviews and opinions shall be considered;
- 6.13. A protocol with the results of the competition shall be taken. Based on the protocol, the Chairperson of the Scientific Jury shall prepare a report which shall be signed by all members of the Scientific Jury and shall be submitted to the Scientific Council for consideration within 7 days of the competition. The report shall contain a reasoned proposal for the selection of no more than one of the candidates.
- 6.14. Within 14 days after receiving the report, the Scientific Council shall conduct the election. The candidates shall be notified in writing of the results of the competition.
- 6.15. A certificate according to the model shall be issued for holding the academic position of "Professor".
- 6.16. The successful candidate shall be appointed by an order of the Director from the date of the election and shall take up his position within 1 month of that date.
- 6.17. The necessary information on the completed procedure shall be sent to the National Centre for Information and Documentation.
- 6.18. Within a period of 2 months after taking up his/her post, the elected professor shall hold public academic lecture on a topic close to that of the competition. The topic of the lecture, the date and time shall be announced on the IMB's website, as well as on the official information boards of the Institute.

FINAL PROVISIONS

1. Procedures, started under the regulations of Scientific Degrees and Scientific Positions Act and frozen in May 2018 due to implementation of the Development of Academic Staff in the Republic of Bulgaria Act, shall proceed from the point they have been stopped.
2. The IMB Scientific Council reserves the right to discuss and adopt appropriate amendments to these Regulations.
3. These Regulations were adopted at a meeting of the Scientific Council of IMB held on 16.04.2019, amended on 28.01.2021.

APPENDIX 1

MINIMUM REQUIREMENTS FOR THE ACQUISITION OF SCIENTIFIC DEGREES AND FOR ACADEMIC POSITIONS AT IMB-BAS

Area 4. Natural sciences, mathematics and informatics Professional field 4.3. Biological sciences

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

Groups of indicators	Contents	PhD	Doctor of Science	Assistant Professor	Associate Professor	Professor
A	Indicator 1	50	50	50	50	50
B	Indicator 2	-	100	-	-	-
C	Indicators 3 or 4	-	-	-	100	100
D	Sum of indicators from 5 to 9	30	100	-	220	220
E	Sum of indicators from 10 to 12	-	100	-	60	120
F	Sum of indicators from 13 to the end	-	-	-	-	150

Table 2. Number of points by indicator

Group of indicators	Indicator		Number of points
A	1.	Dissertation paper for awarding educational and scientific degree "Doctor" ("Doctor of Philosophy")	50
B	2	Dissertation paper for awarding educational and scientific degree "Doctor of Science"	100
C	3. 4.	Habilitation work – monograph or Habilitation work – scientific publications in editions referenced and indexed in world-renowned databases with scientific information (Web of Science and Scopus)*	100 for monograph 25 for publ. in Q1 20 for publ. in Q2 15 for publ. in Q3 12 for publ. in Q4 10 for publ. in an edition with SJR without IF
D	5.	Published monograph not presented as main habilitation work	30
	6.	Published book on the basis of a defended dissertation paper for awarding educational and scientific degree "PhD" or for awarding scientific degree "Doctor of Science"	20
	7.	Scientific publications in editions referenced and indexed in world-renowned databases with scientific information (Web of Science and Scopus), outside the habilitation paper*	25 for publ. in Q1 20 for publ. in Q2 15 for publ. in Q3 12 for publ. in Q4 10 for publ. in an edition with SJR without IF
	8.	Published chapter from a book or collective monograph	15
	9.	Invention, patent or useful model for which a protection document is issued under the due procedure	25
	10.	Published application for patent or useful model	15
E	11.	Citations in scientific editions, monographs, collective volumes and patents, referenced and indexed in world-renowned databases with scientific information (Web of Science and Scopus)*	2
	12.	Acquired scientific degree "Doctor of Science"	75

F	13.	Supervision of a successfully defending doctoral student (n is the number of co-advisers of the respective doctoral student)	50/n**
	14.	Participation in a national science or educational project	10
	15.	Participation in an international science or educational project	20
	16.	Management of a national science or educational project	20
	17.	Management of the Bulgarian team in an international science or educational project	50
	18.	External financing under projects managed by the candidate	1 point for each BGN 5000
	19.	Published university textbook or a textbook used in the school network	40/n
	20.	Published university teaching aids or teaching aids used in the school network	20/n

Q1, Q2, Q3 and Q4 designate the four quartiles (quarters) where science journals having an impact factor (IF) in each science area are grouped by *Journal Citation Reports (JCR)* of *Web of Science*. In case a publication is reported in a journal appearing in more than one science area in the database of web of Science the highest quartile for the respective journal is used for the year of publishing. In case for a given publication no quartile is present for the journal in the year of publishing the quartile presents for the closest year is used.

Scimago Journal Rank (SJR) designates the metrics of the science editions referenced in *Scopus*.

In case a reported publication has more than 30 (thirty) co-authors the candidate should have evidenced significant contribution. A significant contribution in a science publication shall be evidenced in at least one of the following ways: (1) the author is first in the list of co-authors, (2) the candidate is shown in the publication as author for correspondence (3) the candidate presents a letter from the author for correspondence of the article or from the publicly announced head of the scientific team, who prepared the publication, that certified the candidate's specific substantial contribution to the publication. The existence of letters, certifying a significant contribution in articles by more than thirty co-authors shall be verified during the procedure for verification of candidate's eligibility. The compliance of the letter content and the content of the relevant publication shall be confirmed in written form in the reviews and opinions of the members of scientific jury.

For PF 4.3 the quartiles (quarters) Q1, Q2, Q3 and Q4 according to the SJR metrics (<https://www.scimagojr.com/>) shall be used too. When reporting a publication in a journal appearing both in the JCR quartiles and in the SJR quartiles for the respective year the higher quartile shall be used.

According to DASRBA (Development of Academic Staff in Republic of Bulgaria Act):

1. **"Refereed and indexed journals"** are journals in which articles are published after anonymous peer review and are indexed in international-renowned databases with scientific information;
2. A **"Monograph"** is a published scientific publication that contains a complete and comprehensive study of a particular subject, problem, or person, written by a single or several authors. A monograph is a scientific work, which does not repeat or review the existing knowledge, has scientific editors and/or scientific reviewers, it has an ISBN and is at least 100

standard pages with 1800 characters per page. It includes an expanded content, a comprehensive bibliography, and references cited in its text;

3. A **“Book chapter”** is a distinct unit of the main text of a scholarly work that has a scientific editor and/or scientific referees. The book chapter may concern a specific problem or issue part of the overall topic defined in the title or identified by a number, and is published in a non-periodical scientific journal having ISSN or ISBN identification number. The book chapter may be written by one or several authors;
4. A **“Study”** is a published scientific research in a journal, collection/proceedings or independently, that addresses certain aspects of problems or issues, has scientific editors and/or scientific reviewers, has an ISSN or ISBN, and its size is 20 to 99 standard pages with 1800 characters per page.
5. A **“Review”** is a published scientific study in a journal, proceedings, or independently, that critically reviews the published literature on a particular scientific problem, has an ISSN or ISBN, respectively, and its size is 10 to 99 standard pages with 1800 characters per page;
6. A **“Paper”** is a published scientific work that meets the requirements for a “study” and contains a description of an original research work up to 20 standard pages with 1800 characters per page;
7. **“Citation”** is a reference to a scientific publication of the author in another scientific publication or patent. A reference to a publication is considered a single citation, regardless of the how many times in the text it appears;
8. An **“Auto citation”** is a citation in which the cited and the citing publications have at least one author in common;
9. **“Unreliability of the scientific data presented”** is the deliberate use of untruthful and/or manipulated raw data in the creation of a scientific paper.