

Rules of Procedure for Fee-based Doctoral Studies and Thesis Defense for Obtaining a Doctoral Degree in IICT-BAS

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

(2) The fee-based doctoral training may be carried out on a full-time, part-time or self-study basis, according to Article 8, paragraph 2 of the Act for the Development of Academic Staff in Bulgaria. The full-time and self-study mode of PhD training may have a duration of up to 3 years and the part-time mode – up to 4 years.

(3) The fee-based doctoral studies and the thesis defense to obtain a PhD degree resulting from doctoral training carried out in IICT, may be conducted in Bulgarian or English.

Enrollment of PhD Students on a Fee Basis

Art. 2. (1) Enrollment in a fee-based PhD study shall take place throughout the whole year without an announcement of a competition.

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

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

1. Curriculum vitae in European format;

2. A copy of the document for completed higher education showing that the applicant has acquired a Master's degree or an equivalent diploma. If the award of the higher education diploma is forthcoming, the applicant shall submit an original or notary certified academic transcript, indicating the average grades from the semester exams and the number of hours for each individual subject as well as the grades from the state examinations. Diplomas awarded by foreign higher education institutions shall be submitted as a legalized or a notary certified copy, accompanied by a document proving that the legalization procedure of the foreign higher education diploma in Bulgaria has been started;

3. A list of publications, if any;
4. A medical certificate (foreign citizens shall submit a certificate issued within one month before the date of application and certified by the relevant authorities in the country from which the person applies);
5. Conviction status certificate – for Bulgarian citizens;
6. Two photos and copies of the identity and citizenship documents – for foreign citizens;
7. Document for paid application fee,
8. The applicants for a self-study mode of training present a draft dissertation, texts of related publications and a bibliography.

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

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

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

- to the IICT Registry Office – Sofia, Acad. G. Bonchev Street, block 25A, room 215;
- by registered post to: IICT-BAS, block 2, Acad. G. Bonchev Street, Sofia 1113.

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

APPLICATION AND TUITION FEES FOR FEE-BASED DOCTORAL TRAINING

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

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

Art. 6. (1) The tuition fee for full-time and part-time PhD training in Bulgarian language for Bulgarian citizens and citizens of other European Union (EU) member states or countries included in the Agreement on the European Economic Area (EEA), or citizens of the Swiss Confederation is equal to the tuition subsidy for one doctoral student in full-time and part-time

doctoral studies for the respective year, set in accordance with the Council of Ministers Decree No 35 from 27th February 2008.

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

Art. 7. (1) PhD students who are citizens of countries outside the EU, EEA & Switzerland and receive fee-based PhD training in Bulgarian in IICT shall pay the double amount of the fees for the respective mode of training as defined in Article 6.

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

Art. 8. The fees under Article 6 and Article 7 shall be transferred in BGN to the bank account of the IICT within one month after the beginning of each year of training.

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

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

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

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

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

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

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

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

Art. 13. The fees paid to IICT for PhD training are not refundable.

Procedure for Thesis Defense for Obtaining a PhD Degree

Art. 14. (1) The procedure for thesis defense to obtain a PhD degree resulting from a fee-based doctoral training shall be carried out against payment of a separate fee.

(2) The procedure under paragraph 1 shall be carried out in accordance with the procedure for PhD students from the state-commissioned quota.

(3) The fee for carrying out a thesis defense to obtain a PhD degree resulting from a fee-based doctoral studies amounts to:

- When the thesis is in Bulgarian language – 4 minimal wages,
- When the thesis is in English language – 7 minimal wages.

(4) The fee under paragraph 3 shall be paid after a positive outcome of the preliminary internal thesis defense.

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

1. Two paper copies of the thesis – in Bulgarian or English;
2. Paper copies of the doctoral thesis extended Abstract: 5 copies in Bulgarian and 2 copies in English – if the fee-based PhD training is conducted in Bulgarian language; or 5 copies in English, if the fee-based PhD training is conducted in English;
3. Six complete document sets on an electronic carrier;
4. Document proving that the fee under paragraph 3 was paid.

(6) Payment of the fee under paragraph 3 does not guarantee obtaining the educational and scientific degree "doctor". In case of a negative result of the defense procedure the fee is not refundable.

(7) IICT shall be obliged to organize a thesis defense procedure for obtaining a PhD degree only if the documents under paragraph 5 are submitted within two years after the doctoral student undergoing fee-based training has been delisted from the study with right to defend a thesis.

These Rules were adopted by the Scientific Council of IICT-BAS on 20 February 2019 (Protocol №3) and repeals the Rules adopted by the Scientific Council of IICT on 21 March 2012 (Protocol №4).