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| --- | --- |
| SOFIA UNIVERSITY “ST. KLIMENT OHRIDSKI” | |
| FACULTY OF ECONOMICS AND BUSINESS ADMINISTRATION | |
| DETAILED WORK PLAN FOR THE …………. YEAR | |
| Approved by а decision of the Department Council of the Department of Business Administration:  Protocol of Proceedings № .............. / Date ................... | Head of Department ………………………………  ......................... …………. |
|  | |
| **Professional field:** | |
| **Doctoral program:** | |
| **Doctoral student:** | |
| **Enrollment Order:** | |
| **Period of study:** | |
| **Form of study:** | |
| **Scientific supervisor:** | |
| **Topic of the Dissertation:** | |

## *ATTENTION! Only those sections for which activities are planned in the respective year shall be filled in.*

## І. EDUCATIONAL ACTIVITY

## *Mandatory minimum ECTS credits (TOTAL) – in compliance with the form of study: 60 (F, P) and 50 (S)*

## DOCTORAL MINIMUM

## *Mandatory minimum ECTS credits in compliance with the form of study: 30 (F, P) and 20 (S)*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of the academic discipline | Type of doctoral course | Form of assessment | ECTScredits | Hours | | | All mandatory classes | Distribution by years |
| Lectures | Seminars | Out-of-auditorium workload |
| Doctoral minimum in the specialty | M | Exam |  |  |  |  |  |  |
| Doctoral minimum in a foreign language (only F and P) | M | Exam |  |  |  |  |  |  |

## MANDATORY DOCTORAL COURSES

## *Mandatory minimum ECTS credits - 20 (R, D and F)*

## *ATTENTION! For* *the doctoral program Economy and Economic Policy - mandatory minimum ECTS credits - 25 (F, P and S)*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of the academic discipline | Type of doctoral course | Form of assessment | ECTScredits | Hours | | | All mandatory classes | Distribution by years |
| Lectures | Seminars | Out-of-auditorium workload |
|  | M | Exam |  |  |  |  |  |  |
|  | M | Exam |  |  |  |  |  |  |
|  | M | Exam |  |  |  |  |  |  |

## ELECTIVE DOCTORAL COURSES

## *Mandatory minimum ECTS credits - 10 (F, P and S)*

## *ATTENTION! For the doctoral program Economy and Economic Policy - mandatory minimum ECTS credits - 5 (F, P and S)*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of the academic discipline | Type of doctoral course | Form of assessment | ECTScredits | Hours | | | All mandatory classes | Distribution by years |
| Lectures | tutorials | Out-of-auditorium workload |
|  | E | Exam |  |  |  |  |  |  |
|  | E | Exam |  |  |  |  |  |  |
|  | E | Exam |  |  |  |  |  |  |
|  | E | Exam |  |  |  |  |  |  |

## ІІ. RESEARCH ACTIVITY

## *Mandatory minimum ECTS credits (TOTAL) – in compliance with the form of study: : 85 (F), 95 (P) and 105 (S)*

## DISSERTATION DEVELOPMENT

## *Mandatory minimum ECTS credits - 40 (F), 50 (P) and 60 (S)*

|  |  |  |
| --- | --- | --- |
| Type of activity | ECTS credits | Planned for… |
| Project elaboration for dissertation, presented for enrollment in self-preparation form |  |  |
| Preparation of the dissertation |  |  |
| Presentation of the results of the current work at a doctoral seminar of the Department |  |  |
| Prepared and submitted a preliminary version of the dissertation, completed in its main part |  |  |

## *Note: Тhe activities shall be planned and described in detail in the detailed individual curriculum.*

## RESEARCH WORK

## *Mandatory minimum ECTS credits – in compliance with the form of study: 45 (F, P and S)*

|  |  |  |
| --- | --- | --- |
| Name of the activity | ECTS credits | Planned for… |
| PUBLICATIONS related to the dissertation*Mandatory minimum of publications – 30 ECTS credits,* *according to the Development of the Academic Staff in the Republic of Bulgaria Act* |  |  |
| Studies published in scientific publications, referenced and indexed in world-famous scientific information databases (Scopus and Web of Science) | 45 / n per publication |  |
| Articles and reports published in scientific publications, referenced and indexed in world-famous scientific information databases (Scopus and Web of Science) | 30 / n per publication |  |
| Published chapter of a collective monograph | 20 / n per publication |  |
| Studies published in non-refereed peer-reviewed journals or published in edited collective volumes | 15 / n per publication |  |
| Articles and reports published in non-refereed peer-reviewed journals or published in edited collective volumes | 10 / n per publication |  |
| PARTICIPATIONS WITH REPORTS in scientific forums in the country and abroad*There is no mandatory minimum. Upon participation, the following are awarded:* | 10 / n per participation / report |  |
| PARTICIPATIONS WITH REPORTS in scientific seminars of the Faculty and the Department*There is no mandatory minimum. Upon participation, the following are awarded:* | 5 per participation |  |
| PARTICIPATION IN RESEARCH AND SCIENTIFIC-APPLIED PROJECTS*There is no mandatory minimum. Upon participation, the following are awarded:* | for a university project - 5 credits; for a national project- 10 credits;  for an international project- 25 credits. |  |
| AWARDS FROM INTERNATIONAL AND NATIONAL SCIENTIFIC COMPETITIONS*There is no mandatory minimum. Upon participation, the following are awarded:* | 10 per award |  |

## *Note: Тhe activities shall be planned and described in detail in the detailed individual curriculum.*

## III. TEACHING ACTIVITY

## *Mandatory minimum ECTS credits - 10 credits - for full-time doctoral students only*

|  |  |  |
| --- | --- | --- |
| Name of the activity | ECTS credits | Planned for… |
| **Teaching activity (up to 45 hours per academic year without payment)** | 5 for every 30 hours of seminars |  |
| **Preparation of a master's thesis review** | 1 credit per review |  |

## *Note: The activities are planned and scheduled in the detailed individual plans*

## IV. DEFENSE OF THE DISSERTATION

## *Mandatory minimum ECTS credits - 25 credits*

|  |  |  |
| --- | --- | --- |
| Name of the activity | ECTS credits | Report |
| Conducting a preliminary discussion of the dissertation in the department, followed by a decision of the Faculty Council to open a procedure for public defense |  | after the opening of a public defense procedure |
| Public defense |  | after successful public defense |

## *Note: The preliminary discussion (internal defense) and the public defense of the dissertation are part of the curriculum for the educational and science degree “Doctor” but are not included as credits in the individual curriculum of the doctoral student. The doctoral student is taken out with the right of defense after the implementation of the individual curriculum until a successful discussion in the primary unit (see section Dissertation Development), including.*

## *After a successful preliminary discussion and a successful public defense, the doctoral student accumulates the last 25 credits planned in the curriculum (180 credits in total for the educational and science degree “Doctor”), in accordance with the requirements of Ordinance № 21/2004 on the Implementation of the Credit Accumulation and Transfer System in Higher Education.*

## V. OTHER ACTIVITIES

## *CREDITS FOR IMPLEMENTATION OF THE INDIVIDUAL CURRICULUM ARE NOT AWARDED*

## *The implementation of the activities is reported in the individual attestation of the doctoral students*

|  |  |
| --- | --- |
| Type of activities | Planned for… |
| **Participation in the meetings of the Department Council at which issues related to the doctoral degree are considered** |  |
| **Assignment of administrative work (participation as a quaestor in conducting admission, semester, and state exams, etc.)** |  |
| **Participation in organizing and conducting seminars, meetings, conferences, and other initiatives** |  |
| **Supporting activities with graduates (if necessary)** |  |
| **Assignment of expert activities in regard to the work of the Department** |  |

## *Note: The activities shall be planned in summary, and their implementation shall be described in detail in the preparation of individual reports.*

**DOCTORAL STUDENT: …………………………………… SCIENTIFIC SUPERVISOR: …………………………………………**

***NOTE: The form must be signed by the PhD student and the academic supervisor. The data on the protocol and the decision of the Department Council must be applied by inspector “PhD Students” after which the Head of the Department signs the document.***