

TRAKIA UNIVERSITY
FACULTY OF VETERINARY MEDICINE
STARA ZAGORA

RULES
FOR
STRUCTURE AND WORK

2021

CONTENT

CHAPTER I. GENERAL PROVISIONS	3
CHAPTER II. STATUTE, MISSION AND GOALS	3
CHAPTER III. STRUCTURE OF THE FACULTY OF VETERINARY MEDICINE	5
CHAPTER IV. MANAGEMENT OF THE FACULTY OF VETERINARY MEDICINE	7
CHAPTER V. STRUCTURE AND ORGANIZATION OF THE EDUCATIONAL PROCESS	21
CHAPTER VI. PhD STUDIES AND PhD STUDENTS AT THE FACULTY OF VETERINARY MEDICINE	32
CHAPTER VII. ORGANIZATION OF POST-GRADUATE QUALIFICATION AND LIFE-LONG EDUCATION (POST-GRADUATE QUALIFICATION/ POST-GRADUATE EDUCATION) AT THE FACULTY OF VETERINARY MEDICINE	35
CHAPTER VIII. ORGANIZATION OF THE R&D WORK	37
CHAPTER IX. ORGANIZATION OF THE CLINICAL, DIAGNOSTIC AND CONSULTING WORK	39
CHAPTER X. ACADEMIC AND TECHNICAL STAFF	39
CHAPTER XI. ATTESTATION OF THE ACADEMIC STAFF	42
CHAPTER XIII. ATTESTATION OF THE ADMINISTRATIVE AND TECHNICAL STAFF	43
CHAPTER XIV. ACADEMIC AND HONORARY SYMBOLS, OFFICIAL HOLIDAYS AND RITUALS OF THE FACULTY	43
INTERIM AND CONCLUDING PROVISIONS	44

CHAPTER I. GENERAL PROVISIONS

Art. 1. These rules regulate the statute, structure, work and management of the Faculty of Veterinary Medicine at Trakia University - Stara Zagora, its relations with external structures, the rights and obligations of the academic staff, students and employees.

Art. 2. The Rules are based on the Higher Education Act, the Law for Development of Academic Staff in the Republic of Bulgaria and the rules for its implementation, the Ordinance on uniform government requirements for acquiring higher education in the major Veterinary medicine, the Ordinance on Credit Transfer, the Ordinance for admission of students and PhD students, as well as the Rules for structure, work and management of Trakia University and the Rules for development of the academic staff at Trakia University.

CHAPTER II. STATUTE, MISSION AND GOALS

Art. 3. Statute of the Faculty of Veterinary Medicine.

(1) The Faculty of Veterinary Medicine is a major structural unit at Trakia University (Decree of the Council of Ministers 62/1996 – SG 29/1996), which comprises departments and the university veterinary hospital with clinics for teaching undergraduate students, PhD students and post-graduate students in the professional area “Veterinary Medicine”.

(2) The Faculty of Veterinary Medicine is a national centre of veterinary medical education, science, clinical work, continuing education and specialization.

(3) The basic priority of the Faculty of Veterinary Medicine is to train students in Master’s educational and qualification degree in the major Veterinary Medicine with professional qualification “Veterinary surgeon”.

(4) At the Faculty of Veterinary Medicine on the basis of accredited PhD programmes in different scientific specialties in the area 6.4. Veterinary education, the right has been given to train full-time, part-time, individual and paid PhD students for acquiring PhD educational and scientific degree.

(5) At the Faculty of Veterinary Medicine in compliance with the Higher Education Act training in some additional Master’s programmes is carried out „Veterinary administration” and „Sanitary microbiology and food safety” within the framework of the professional area “Veterinary Medicine”, accredited by the National Evaluation and Accreditation Agency (NEAA) within the capacity approved by it.

(6) The major “Veterinary Medicine” “has the status of regulated profession (Directive 2005/36/CE) with government regulated annual admission and curriculum in conformity with nationally approved government requirements (Decree of the Council of Ministers No.17 dated 28 Jan 2016) that guarantee high quality of the educational process.

(7) The Faculty of Veterinary Medicine has provided minimum of 40 academic members on main employment agreement, of which the ones with habilitation conduct not less than 70% of the lecture courses in compliance with Art. 26 of the Higher Education Act.

(8) Following a decision of the Faculty council up to 20% of the total number of teaching hours in the curriculum for training in Master’s educational and qualification degree may be conducted by prominent specialists from the practice.

(9) The Faculty of Veterinary Medicine has academic staff on main employment agreement, conducting not less than half of the classroom and practical (laboratory, seminar, clinical and

field) classes. In pursuance of the curriculum, the Faculty of Veterinary Medicine signs contracts with guest lecturers and leading scientists from other faculties and experts from the practice.

(10) The Faculty of Veterinary Medicine has material base provided to it by Trakia University, which ensures the conducting of theoretical and practical training in the specialties of the professional area “Veterinary Medicine”.

(11) The Faculty of Veterinary Medicine has a developed scientific infrastructure, scientific potential and conditions for fundamental and applied research in the area of biological and veterinary science.

(12) The Faculty of Veterinary Medicine is a member of the European Association of Establishments for Veterinary Education (EAEVE), which is the reason for upholding and implementing the generally accepted principles and criteria for acquiring higher veterinary education in the EU countries in compliance with Directive 2005/36/CE, Directive 2013/55/EU, Regulation (EU) 1024/2012 and the established standard operating procedures.

(13) The Faculty of Veterinary Medicine trains Bulgarian and foreign citizens who had acquired the right to become undergraduate students, PhD students and post-graduate students, in conformity with the national requirements and the rules of Trakia University.

(14) Upon admission and training at the Faculty of Veterinary Medicine no privileges and/or restrictions of age, sex, race, citizenship, ethnic, social, political or religious affiliation are allowed.

(15) The Faculty of Veterinary Medicine has broad international contacts based on bilateral agreements or international learning, research and mobility programmes.

(16) In addition to training and research work with undergraduate, PhD, specialization students, clinical, laboratory-diagnostic and consulting activities aimed at the business and society are also carried out at the Faculty of Veterinary Medicine. These are primarily related to animal health, food safety control, animal welfare and environmental protection.

(17) At the Faculty of Veterinary Medicine as a structural unit of Trakia University business activities related to the main function of the Higher institution pursuant to the Higher Education Act can also be performed.

(18) The Faculty of Veterinary Medicine has its own budget formed on the basis of the Rules for distributing delegated budgets among the structural units complying with the requirements of the Higher Education Act, the main sources of which are: subsidy from the government according to a rating coefficient and base coefficients, own revenues formed by training fees from undergraduate and specializing students, international and national scientific projects, clinical, diagnostic and consulting activity, donations, etc.

(19) The budget of the Faculty as an integral part of the budget of Trakia University, is approved by the Academic board and the necessary regulatory legal publicity is provided.

Art. 4. Mission and goals of the Faculty of Veterinary Medicine

(1) The main mission of the Faculty of Veterinary Medicine is to provide modern education and research following priority quality criteria aimed at undergraduate, post-graduate, specializing students, the business and society in the sphere of veterinary medicine.

(2) The main mission of the Faculty is achieved by:

- a. close cooperation with the government authorities (Ministry of Education and Science, Ministry of Agriculture and Food), the Bulgarian Food Safety Agency (BFSA), Risk Assessment Center on Food Chain (RACFC), the National Diagnostic Research Institute (NDRIVM), the Bulgarian Veterinary Union (BVU), the Union of Veterinarians in Bulgaria (UVB) and other non-governmental and branch organizations related to veterinary medicine, animal husbandry and processing of food of animal origin, as well as related higher schools and research institutions at home and abroad.
 - b. providing modern high level of the provided service - educational, research, treatment, diagnostic, consultative, expert, etc.
 - c. continuous development of veterinarians, teachers and experts through specializations, mobilities in the country and abroad, the system of postgraduate education and lifelong learning.
 - d. building individuals with a broad worldview, sustainable key competencies and skills, interest in new knowledge and willingness to work for the benefit of society and achieving competitive economy of Bulgaria based on knowledge.
 - e. strengthening and maintaining the status of a leading national educational, research, treatment-diagnostic and consultative center in the field of veterinary medicine.
- (3) The Faculty of Veterinary Medicine shall carry out diagnostic, treatment and preventative work through the University Veterinary Hospital with clinics, specialized centers and laboratories in accordance with the Veterinary Medical Work Act.
- (4) The academic staff of the Faculty of Veterinary Medicine shall perform expert, consulting and research activity in accordance with its professional qualification in all spheres of economic life requiring veterinary medical competence and in compliance with the state legislation.

CHAPTER III. STRUCTURE OF THE FACULTY OF VETERINARY MEDICINE

Art. 5. Main structural units.

- (1.) The main units of the Faculty of Veterinary Medicine are the departments and the University Veterinary Hospital with Clinics.
1. The department is a main unit of the Faculty, organizing educational and research work in one or several related subjects and has at least 7 members of academic staff with main employment contract at Trakia University.
 2. A department is established, transformed and dismissed by resolution of the Academic board following a proposal of the Faculty board.
 3. The management bodies of the department are: departmental board and head of department.
 4. Depending on the specifics of the subjects taught, the available material facilities and academic staff, sections of relative independence may be formed within some of the departments.

5. The sections are managed by section leaders, who do not belong to the managing staff category. These are proposed by the Head of the department for each of his/her office and are elected by the departmental board by public voting.

(2.) The departments at the Faculty of Veterinary Medicine are as follows:

1. Department of Veterinary Anatomy, Histology and Embryology
2. Department of Obstetrics, Reproduction and Reproductive Disorders
3. Department of Veterinary Microbiology, Infectious and Parasitic Diseases
4. Department of Veterinary Surgery
5. Department of Pharmacology, Animal Physiology, Biochemistry and Chemistry
6. Department of Internal Diseases
7. Department of General and Clinical Pathology
8. Department of General Animal Husbandry
9. Department of Food Quality and Safety and Veterinary Legislation

(3.) University Veterinary Hospital with Clinics

1. The University Veterinary Hospital with Clinics is a main structural unit of the Faculty of Veterinary Medicine, in which clinical training of undergraduate, postgraduate and specializing students is conducted through veterinary medicine achieved in the conditions of diagnostic, treatment and preventative work.

2. The University Veterinary Hospital with Clinics is managed through the managing bodies of the Faculty of Veterinary Medicine, a managing board and a manager.

3. The work of each unit at the University Veterinary Hospital with Clinics is managed by a leader who is directly subordinated to the manager.

4. The manager and the unit leaders are appointed by the Rector of Trakia University following a proposal by the Dean of the Faculty of Veterinary Medicine. These can be both from the academic and outside the academic staff of the Faculty of Veterinary Medicine.

5. The University Veterinary Hospital with Clinics is managed and functions pursuant to the relevant regulations of the Labour Code, Rules for structure, work and management of Trakia University, Rules for structure and work of the university veterinary hospital with clinics at Trakia University, as well as Internal Rules of the University Veterinary Hospital with Clinics approved by the Rector.

(4.) Administrative units of the Faculty of Veterinary Medicine are:

1. Dean's office with secretaries and protocol, Student affairs department with training quality control, Foreign language teaching department, Science department, Practices and internships department, Postgraduate qualification and Information provision department.
2. Financial and Accountancy department with Labour and Salary and Human Resource department.

(5) Others

- 5.1. Editorial board of "*Bulgarian Journal of Veterinary Medicine*".

CHAPTER IV. MANAGEMENT OF THE FACULTY OF VETERINARY MEDICINE

Art. 6. Managing bodies of the Faculty of Veterinary Medicine

- (1) The main managing bodies of the Faculty of Veterinary Medicine are: General Assembly; Faculty Board and Dean.
- (2.) Subsidiary bodies of the Faculty are: Dean's Board; permanent and/or temporary committees by areas.
 - a. Permanent consulting bodies at the Faculty of Veterinary Medicine are: educational and training work committee, clinical work committee, research work committee, committee for control of the academic staff development procedures, faculty health and safety commission, commission for distribution of alimonies from the social living and cultural service, attestation commission.
- (3.) In compliance with the requirements of Art.6, para 4 of the Higher Education Act, the Faculty of Veterinary Medicine establishes, develops and maintains an internal system for assessment and maintaining the quality of training and of the academic staff, with persons in charge of the quality at the departments.

Art. 7. Election of the managing bodies

- (1) The main and subsidiary managing bodies are elected for a 4 (four)-year office.
- (2) The office of the managing bodies is not terminated when partial elections are held.
- (3) The office of the additionally elected members is terminated upon expiry of the office of the managing bodies.
- (4) The authorizations of the dean and the leaders of the main structural units (department leader) of the Faculty are terminated by expiry of the office they have been elected for.
- (5) A person cannot be elected for more than two consecutive offices at the same managing position – dean, deputy dean, department leader.
- (6) The office of the persons elected in the main and subsidiary managing bodies is terminated in advance by recalling through resolution of the authority that had elected them and it shall be adopted by ordinary majority (50%+1) on the following grounds:

1. By their own desire
2. Continuous and ungrounded non-fulfillment of the assigned functions
3. Change of employment for the main employment relation
4. Acquisition of the right to retire based on social security length of service or age
5. A sentence that has come into effect about general crimes committed intentionally; by violating the Higher Education Act, the Law on Development of the Academic Staff in the Republic of Bulgaria, violating the copyright and similar rights act, proven plagiarism.

(7.) An office is full if the elected person has held the relevant position at least 2 (two) years, including the duration of annual and other leaves taken.

(8.) Persons whose age as at the date of election does not allow them to fulfill at least half of the statutory office before they become 65 cannot be elected on managing positions (Art. 31. Higher Education Act, SG, No. 17 of 2020).

Art. 8. General Assembly of the Faculty of Veterinary Medicine

(1.) The General Assembly of the Faculty consists of the entire academic staff (habilitated and non-habilitated lecturers) on a main employment contract, representatives of undergraduate and PhD and of the administrative staff.

(2.) The members of the academic staff in the General Assembly on a main employment contract comprise 84% of the General Assembly members, with at least ¼ of them being non-habilitated lecturers. Undergraduate students (distributed proportionally by years) and the PhD students participate with 15% of the General Assembly members. The members representing the administrative staff are 1% of the General Assembly members, having at least 1 representative (Art. 26. Higher Education Act, SG, No. 17 of 2020).

(3.) The structural composition of the general meeting is determined by the faculty board in compliance with the Higher Education Act.

(4.) The General Assembly is convened at least once a year by its chairperson by resolution of the Faculty board, at the request of the dean or one quarter (1/4) of its members. In the latter case it is scheduled no later than 30 days after submission of the request with a draft agenda.

(5.) The rules relating to the University General Assembly shall apply with regard to the notification, opening, quorum, holding of the meeting and the resolutions of the Faculty General Assembly.

(6.) Representatives of the undergraduate and PhD students in the General Assembly, as well as of the employees shall be determined by election by open voting at general meetings of the relevant categories. This election is valid in the presence of at least 50% of the members and received at least 50%+1 of the voters, as evidenced by a protocol and a list of names enclosed to it.

(7.) The General Assembly shall be announced not later than 14 days before the date of its holding.

(8.) The session of the General Assembly shall be legitimate if not less than two thirds of its members are registered within 30 minutes after the announced start. Registration continues until one hour after the opening of the meeting. In determining the quorum the persons who are on leave due to temporary incapacity for work, due to pregnancy, childbirth and adoption and for raising a small kid or on a business trip abroad are excluded from that list of members.

The total number of these persons may not be more than a quarter of the General Assembly members.

(9.) In the absence of a quorum, the session of the General Assembly is postponed by 1 hour. If even then the required quorum is not available, the session is adjourned for another day, but not later than 14 days.

(10.) The General Assembly adopts decisions by a ordinary majority (50%+1) of those present in the presence of 2/3 of the listed members.

(11.) The Rules for structure, work and management of the Faculty of Veterinary Medicine or its amendments and supplements are adopted by ordinary majority according to the listed members of the General Assembly (Art. 28. Higher Education Act, SG, No. 17 of 2020).

(12.) The Faculty General Assembly is chaired by its Chairperson or Deputy Chairperson. The minutes is taken by a specially appointed person.

(13) The minutes is made available to the faculty community on the internal faculty website within 14 days after the meeting. The resolutions of the General Assembly are published within 14 days after holding the General Assembly on both the internal and public University website.

(14) Each member of the General Assembly has the right with a written application to the Chairperson to request an amendment to the minutes within 3 days of learning about it. The amendment shall be made by a signed resolution of the assembly.

Art. 9. Authorizations of the Faculty General Assembly:

- (1) Discusses and approves for each session an agenda and temporary commissions, necessary for its work.
- (2) Control the decisions of the Faculty board and the Dean, pronounces on their expediency and may challenge them if they contradict the laws or these Rules.
- (3) Elects by secret voting for the durations of its office a chairperson and a deputy chairperson from among the habilitated members;
- (4) Elects by secret voting a habilitated person for Dean of the Faculty and dismisses him/her;
- (5) Determines the number of Faculty board members and elects its members by secret voting;
- (6) Discusses and accepts the annual report of the Dean concerning the work at the Faculty and its state;
- (7) ~~Elects and~~ Dismisses the Faculty board members;
- (8) Determines the main directions for the work of the faculty;
- (9) Resolves basic issues concerning the organization of the educational and research work at the faculty;
- (10) Adopts Rules for the structure and work of the faculty;
- (11) Resolves other issues proposed by:
 - a. the Dean;
 - b. the Faculty Board;

c. Members of the assembly.

Art. 10. Dean and Faculty board elections.

- (1) The nominations for a Dean are made by the main units of the Faculty, by individual members of the academic community or by the candidates themselves.
- (2) The proposals or the stated intentions shall be submitted in writing to the chairperson of the General Assembly, who at the request of the candidates organizes pre-election meetings with the members of the main units and the students.
- (3) When nominating candidates on the election day, each of the candidates confirms to the General Assembly his/her desire to be a candidate for a Dean or withdraws himself/herself, which is not subject to voting.
- (4) The Election Commission prepares a final list of the candidates for a Dean and organizes the election.
- (5) Each candidate shall submit a platform, according to a regulation adopted by the General Assembly.
- (6) A professor or an associate professor may be elected a Dean, who in main employment relationship with the University works on a basic employment contract at the faculty, and whose age at the date of election allows him to fulfill at least half of the statutory office before reaching 65 years of age.
- (7) The university whose age at the date of election allows to fulfill at least half of the statutory term before reaching the age of 65
- (8) The election of a Dean is carried out by secret voting, and the candidate who has received more than half of the votes of the present General Assembly members shall be considered elected.
- (9) When none of the candidates has received the required votes, the election shall be repeated, with the participation of the two candidates who had received the most votes.
- (10) The election shall be repeated when the candidate for Dean is one and during the voting he/she does not receive the required number of votes. New candidates must be nominated for the second voting.
- (11) The Faculty Board consists of at least 21 members and includes representatives of the academic staff on main employment contract, undergraduate and PhD students, of whom not less than $\frac{3}{4}$ are habilitated persons (Art. 26. Higher Education Act, SG, No. 17 of 2020)
- (12) Faculty Board members are persons who had received more than half of the votes of the voters with an existing quorum of the General Assembly. When in the first voting the composition of the Faculty Board under the respective quotas is not filled, the election is repeated and the first two candidates participate in it for one place in the order of votes obtained from the previous voting.
- (13) Non-habilitated lecturers, members of the Faculty Board, after habilitation lose the right to be representatives of the quota for the same office. They are replaced by the next lecturers from the respective quota, who had received the most votes in the election of the Faculty Board (with received more than 50% of the votes).

- (14) The Faculty Board members, elected from the quota of undergraduate and PhD students lose their right of full members after graduation, resp. writing off from PhD studies. They are duly replaced by the next undergraduate of PhD students, who received the most votes in the Faculty Board election (with received over 50% of the votes).
- (15) For early termination of the term of office of a Faculty Board member, the rules regarding the early termination of the office of an Academic Council under Art. 19.
- (16) The Dean may not hold:
- a. another managerial position in a managing body of the University - Rector, Vice-Rector, Assistant Rector, Chairperson or Vice-Chairperson of the General Assembly or the University Control Board;
 - b. the elective position of chairperson or deputy chairperson of the Faculty General Assembly.
 - c. managerial position in another higher educational institution.
 - d. to hold a managerial position in the central governing bodies of political and trade union organizations.
- (17) If the elected dean does not meet the terms and conditions under the previous paragraph, s/he shall be obliged to take measures for his dismissal from the incompatible position within one month from the day of the election. Otherwise, the election shall be considered not having taken effect.

Art. 11. Convening and sessions of the Faculty Board

- (1) Sessions of the faculty Board shall be convened at least once a month, except in August.
- (2) The dean has the right to convene a session of the Faculty Board, independently or at the request of not less than $\frac{1}{4}$ of the board members. In the latter case, the session shall be scheduled no later than 14 days after submission of a written request.
- (3) The sessions of the Faculty Board are legal when not less than $\frac{2}{3}$ of the members are present, incl. after reduction according to the terms and conditions of the Rules of Trakia University.
- (4) The members of the Faculty board shall be notified about the session not later than 7 days prior to the scheduled date by the official e-mail of each of them, informing them of the agenda and providing the written materials.
- (5) The Dean has the right to chair the sessions of the Faculty Board and leads their work. When the session has been convened at the request of the board members, it is chaired by a person elected from among the board members.
- (6) Deputy deans who have not been elected members of the Faculty Board shall take part in the sessions, but without the right to vote.
- (7) The sessions of the Faculty Board are public, except in the cases when the Faculty Board decides they to be closed.
- (8) The Faculty Boards makes decisions by a majority of 50+1 of those present, unless otherwise provided by law or in these rules.
- (9) The decisions are adopted by open voting, unless otherwise provided by law or in these rules or the board decides differently.

(10) Minutes shall be kept for the session of the faculty board by a person (minutes clerk) appointed by the dean. The minutes shall be signed by the chairperson of the session and the minutes clerk. The minutes shall be made available to the academic community members on the internal website of the faculty within 14 days from the session.

(11) Each faculty board member has the right with a written application to the dean to request an amendment in the minutes within 3 days from learning about it, but not later than the beginning of the next board session. The amendment shall be made by resolution of the board.

Art. 12. Authorizations of the Faculty Board.

The Faculty Board:

(1) Elects by secret voting deputy deans following a proposal made by the Dean. The Deputy Deans shall meet the conditions concerning age and affiliation with other managerial positions in compliance with the requirements stipulated in Art. 10 paras 7 and 18.

(2) Elects and dismisses the members of permanent or temporary commissions in various areas for the work of the Faculty.

(3) Approves and dismisses heads of main structural units.

(4) Approves members of scientific juries following proposal by the departmental boards in the procedures for development of the academic staff in compliance with the requirements of the Law on Development of the Academic Staff in the Republic of Bulgaria and the Rules for development of the academic staff at Trakia University.

(5) Elects on academic positions persons following the rules of the Law on Development of the Academic Staff in the Republic of Bulgaria and the Rules for its implementation and the Rules for development of the academic staff at Trakia University.

(6) Discusses and proposes for approval by the Academic Council:

1. Projects for the establishment, transformation or closing departments, clinics or other main structural units of the Faculty.

2. Approval of the curricula in the subjects taught at the Faculty

3. Approval of curricula for the accredited master's programs.

4. Reports for self-assessment during accreditation of Master's degree programs, PhD studies in scientific specialties in the professional area Veterinary Medicine and accreditation according to EAEVE criteria.

5. Approval of curricula and syllabi for the postgraduate qualification specializations, as well as curricula of the short-term courses and other forms of continuing education and the respective tuition fees.

6. Announcing competitions for full-time, part-time and guest lecturers.

7. Accepting proposals for publishing textbooks and study manuals, as well as their author teams and reviewers.

(7) Annually approves and controls the teaching hours of the academic staff members, including the invited prominent specialists from the practice.

(8) Approves rules for work and management of the main structural units of the Faculty, as well as other management acts.

- (9) Discusses and resolves issues concerning internationalization, international cooperation and English language teaching.
- (10) Adopts resolutions about registration and de-registration of PhD students in full-time, part-time, independent and paid form of education following a proposal by the heads of departments.
- (11) Approves the curricula, individual plans and periodic reports of the PhD students.
- (12) Approves new research projects, discusses and adopts stage and final reports on them, as well as their financing, incl. the final scientific and financial reports.
- (13) Discusses and makes decisions on the annual (semester) individual plans and reports on the teaching hours of the lecturers in the main units of the Faculty.
- (14) Resolves when necessary to assign temporarily lecture courses to non-habilitated lecturers with Phd educational and scientific degree.
- (15) Controls the diagnostic, treatment, preventative and consulting work at the Faculty, approves the final annual reports of the units engaged in it and makes decisions on its development and improvement.
- (16) Discusses and approves the results of the attestation of the Faculty academic staff members and in the case of two consecutive negative attestations proposes them to the Rector for dismissal pursuant to the requirements of Art. 58 of the Higher Education Act.
- (17) Monitors the library and information-service base of the Faculty and makes decisions on its development and improvement.
- (18) Resolves on the financial issues of the Faculty, its main and subsidiary units.
- (19) Adopts criteria for quality and stimulation of the lecturers' publishing activity in IF and SJR journals with contribution to the rating rankings of the Faculty.
- (20) Makes decisions to ensure sustainability in quality and improving the qualification of non-habilitated and habilitated lecturers through the systems of specialization, postgraduate trainings, mobility and participation in international infrastructure and scientific networks.
- (21) Proposes to the Rector of Trakia University to dismiss lecturers pursuant to Art. 58 of the Higher Education Act;
- (22) Makes other decisions related to the work of the Faculty.

Art. 13. Main authorizations of the Dean:

- (1) The Dean manages the Faculty and represents it before the Rector, the Academic Council and University structures, as well as before all Bulgarian and foreign physical and legal entities, the central and local government bodies, non-governmental organizations and other non-profit organizations.
- (2) Performs functions stipulated by the laws in the Republic of Bulgaria, the rules of Trakia University and the Faculty, as well as in accordance with the authorizations granted to him
- (3) The Dean is a member of the Faculty Board and is its chairperson by right.
- (4) Proposes to the Faculty Board candidates habilitated persons to become deputy deans.
- (5) Organizes and manages the work of the Dean's Board.
- (6) Assigns to his deputies the performance of functions related to the relevant field.

- (7) Submits for approval by the Faculty Board proposals by the Dean's Board and by the heads of structural units for the development of the academic staff in the faculty.
- (8) Submits for approval by the Faculty Board proposals by the Dean's Board and by heads of main units for awarding or sanctioning students, PhD students, specializing students and other persons.
- (9) Submits to the Rector of the University proposals and resolutions of the Faculty Board to be approved by the Academic Council.
- (10) Submits to the Rector proposals by the Dean's management and the Faculty Board for awarding or sanctioning lecturers and employees of the faculty.
- (11) Annually approves a plan-schedule for use the due leave by persons in employment relationships with the Faculty.
- (12) Directly manages the work of the auxiliary and service units and coordinates the relations between their main units and with external physical and legal entities.
- (13) Participates in EAEVE annual meetings and work groups on the issues of veterinary training in Europe.
- (14) In the absence of the dean or upon explicit authorization by him, his functions shall be performed by a deputy dean appointed by him.

Art. 14. Liabilities and obligations of the Academic Affairs Deputy Dean:

- (1) Participates actively in the student admission campaign and bears shared responsibility with the Dean for utilization of the state procurement in compliance with the authorizations granted to them by the Faculty Board.
- (2) Participates actively in the student admission campaign for admission of students with teaching in English.
- (3) Organizes the development, updating of the curriculum in compliance with the State requirements for acquiring higher education in the Master's educational and qualification degree in the major "Veterinary medicine".
- (4) Organizes the development and updating of the curricula for the mandatory and elective subjects included in the curriculum of the Faculty.
- (5) Compiles and certifies a schedule of the educational process (lectures, exercises, clinical laboratory classes, seminars and external training) for each semester.
- (6) Controls the quality of the educational process and its implementation at all stages.
- (7) Approves the schedule for conducting the semester exams.
- (8) Makes proposals to the Dean for changes in the student status of undergraduate, specializing and PhD students.
- (9) Strictly checks the final reports about the teaching hours of the teaching staff, proposed for approval by the Faculty Board.
- (10) Works in close cooperation with the course leaders and the Student Council.
- (11) Supports the organization and conducting periodic attestations of the Faculty academic staff in accordance with the Rules for attestation of the academic staff at Trakia University.

(12) The Academic Affairs Deputy Dean is the Chairperson of the Educational work Committee by right.

(13) S/He is a member of the University Housing Commission.

Art. 15. Liabilities and obligations of the Deputy Dean for Research and Development of the Academic Staff:

(1) Organizes and controls the research work in compliance with the current legal and regulatory framework in the Republic of Bulgaria and Trakia University.

(2) Organizes scientific sessions, conferences, symposia and other scientific events of the Faculty or assists in the organization of these jointly with other scientific organizations, state or non-government institutions.

(3) Makes the department members aware about information received officially or on the Internet in relation to the research work.

(4) Coordinates the career and scientific growth of the academic staff.

(5) Organizes the compilation and controls the maintenance of a register about the scientific work of the Faculty. Summarizes the information related to scientific reports about participation in projects, incl. those from targeted funds for science at Trakia University.

(6) Controls the expenditure of funds on research projects of the Faculty of Veterinary Medicine and his resolution on the reports or proposals shall be of paramount importance (principle of first signature!).

(7) The Deputy Dean for R&D is the chairman of the scientific work commission at the Faculty and direct administrative person in charge of writing and publishing of the BJVM journal.

(8) Annually makes a proposal to the Faculty Board for approval of a commission for evaluation of the scientific projects of the Faculty of Veterinary medicine.

(9) Participates in the preparation of self-assessment reports and in the procedures for accreditation conducted at the Faculty,

Art. 16. Liabilities and obligations of the Deputy Dean for clinical work, internships and practices:

(1) Organizes and controls the clinical training of the students.

(2) Assists in the basic and technical provision of clinical training (clinical and field classes), practices and internships of undergraduate and specializing students.

(3) Assists in the settlement of the legal regulation of the clinical base of the faculty, in which the clinical training is conducted and diagnostic, medical and consultative work is carried out.

(4) Approves the schedule for the clinical and field classes, day and night shifts of students in the clinics and the stationaries to them, in the biobase and outside the faculty.

(5) Assists in the renewal and controls the maintenance of the facilities in the Faculty, including in the University Veterinary Hospital with Clinics.

(6) Prepares a schedule for conducting the state exams, the members of the examination boards and proposes them for discussion at the Dean's Council before their approval by the Rector of Trakia University.

- (7) Organizes the conduct of student internships and controls their conduct at all stages, incl. their reporting.
- (8) Is responsible for the activities related to public procurements in the Faculty.
- (9) Main organizer and coordinator of the National Veterinary Medical Exhibition "Bulvetmedica".
- (10) The Deputy Dean for Clinical Work, Internships and Practices is the Chairperson of the Clinical work committee at the Faculty, as well as of the Committee for Attestation of the Administrative and Technical Staff.
- (11) Organizes clinical meetings and councils by proposal of the manager of the University Veterinary Hospital with Clinics and the heads of clinics or periodically according to a schedule.

Art. 17. Members and authorization of the Department board.

- (1) The Department board is a collective management body of the department, the main duties of which are organization, implementation and control of the educational, research, consulting and other activities typical of the Faculty, permitted by the legislation of the Republic of Bulgaria.
- (2) The Department board consists of all full-time lecturers (professors, associate professors, chief assistant professors and assistant professors), not less than 7, who work on a main employment contract at the department.
- (3) Part-time lecturers, undergraduate students from the respective courses may also participate in the meetings of the Department board when considering issues of educational nature, which the head of the department notifies them about in due time.
- (4) The meetings of the Department board may be extended, which all employees of the department take part in, but without the right to vote if needed to vote resolutions.
- (5) The Department board shall be convened at a meeting by the head of the department at least once a month, except in August (a month with mass vacations). Meetings may be convened at the written request of at least 25% of its members. The time and place of its holding, as well as the agenda are announced in advance.
- (6) The meetings of the Department board are legitimate if at least two thirds of its members are present. The reduction is done according to the terms and conditions of the Rules of Trakia University. Resolutions are taken by simple majority - 50% + 1 of the members.
- (7) The Department board discusses and decides on proposals to the Dean and the Faculty Bioard related to the curriculum, the content of the syllabi of the subjects taught at the department, as well as on issues related to the organization of the educational process.
- (8) Appoints persons responsible for academic subjects and proposes them for approval by the Faculty board.
- (9) Plans, allocates and reports the classroom and extracurricular employment of the teaching staff in the department.
- (10) Makes proposals to the Faculty board for announcing competitions for new lecturers, opening procedures for habilitation, for announcing full-time, part-time and PhD studies with independent training.

- (11) Makes proposals to the Faculty Board for holding higher academic positions by its members.
- (12) Discusses and adopts the procedures for training the PhD students in the department and the defense of the dissertation papers. Where necessary, makes proposals for approval by the Faculty Board.
- (13) Makes proposals to the Faculty Board for approval of curricula for collective or individual, full-time and part-time specializations, as well as programs for short-term continuing education courses.
- (14) Makes proposals to the Faculty Board for specializations and courses in continuing education of the teaching staff of the department in foreign scientific institutions.
- (15) Proposes to the Faculty Board the approval of author teams of textbooks, handbooks, teaching manuals, etc. in the subjects taught at the department.
- (16) Prepares the job descriptions of the technical and assisting staff at the department and makes a proposal to the Dean for appointment and dismissal.
- (17) Approves and reports on the implementation of plan-programmes for the development of young lecturers and improving the qualification of the academic and assisting-technical staff of the department.
- (18) Conducts a procedure for attestation of the teaching and assisting-technical staff at the department in accordance with the regulations in force at the university.
- (19) Discusses and adopts a schedule for the leave of all members of the department.
- (20) Discusses and resolves issues related to the establishment of internal order and discipline in the department and their control.
- (21) After a secret vote makes a proposal to the Faculty Board for approval of a head of the department.
- (22) Minutes shall be kept for the meeting of the department board by a protocol clerk of the department. The minutes shall be signed by the chairperson of the meeting and the recorder. The minutes shall be made available to the members of the board at the secretary of the department within three days from the meeting.
- (23) Each member of the department board shall be entitled to the right by a written request to the head of the department to request an amendment in the minutes within three days of learning, but not later than the beginning of the next board meeting. The amendment shall be made by resolution of the board.

Art. 18. Head of department.

- (1) The head of the department may be a professor or an associate professor who works on a main employment contract at the department, whose age at the date of election allows at least half of the statutory term to be fulfilled before reaching the age of 65.
- (2) The term of office of the head of the department is four years. The head may hold this position for no more than two consecutive terms.
- (3) The election of the Head of department shall be carried out according to the terms and conditions of the Rules for structure and work of Trakia University.

Art. 19. Rights and obligations of the Head of department.

- (1) The head of the department organizes, manages and controls the overall teaching and research work at the department, takes care of its prestige in the scientific circles and society, and represents it before the Faculty Board, the Dean and the Rector of the University.
- (2) Proposes to the department board to elect a deputy, who shall temporarily perform his/her duties during leave or prolonged absence for other valid reasons. After the election, the deputy is approved by the Faculty Board.
- (3) Is responsible for the timely submission to the members of the department of the information received from the Dean, Deputy Deans, Faculty Board and higher instances and institutions.
- (4) Bears personal responsibility for providing timely response to the letters and the information required about the department by higher instances and guarantees its authenticity.
- (5) Convenes, chairs and conducts regularly the meetings of the department board.
- (6) After a resolution by the department board makes a proposal to the management of the Faculty for appointment, promotion, transfer, punishment and dismissal of members of the teaching and assisting-technical staff.
- (7) Permits the use of leaves and business trips in the country of the lecturers and employees of the department, being jointly and severally liable for their expediency.
- (8) After discussion at the department board makes a proposal to the Dean for sending lecturers from the department abroad for specializations, participation in scientific forums, exchange of experience, etc.
- (9) By decision of the department board makes a proposal to the Dean and the Faculty Board for the persons in charge of the academic subjects studied at the department. S/He may delegate to them rights related to the educational process, the research, medical diagnostic and consulting work.
- (10) Approves the schedule for the annual leave of lecturers and employees and monitors their timely use.
- (11) Monitors the strict observance of working hours and labor discipline at the department and makes a proposal to the Dean and the Rector for imposing disciplinary sanctions.

Art. 20. Rights and obligations of the Head of department concerning finances, management and the work environment in it:

- (1) The head of the department shall be responsible about the state and the management of the facilities of the department;
- (2) Monitors the appropriate spending of the budget of the department;
- (3) Proposes for appointment by the Dean of a materially responsible person. In cases where the departments are composed of several sections, s/he determines a materially responsible person for each of them. The persons proposed to be materially responsible for a section/department are voted for at a department meeting and are proposed in writing with a report by the Head of the Department to the Dean of the Faculty of Veterinary Medicine.
- (4) Endorses all forms of primary and periodic reporting, incl. references about monthly employment load of employees and lecturers.

(5) Is directly responsible for the accuracy of all information and financial documents related to the work at the department.

(6) Is responsible for conducting primary and periodic briefings of employees at the department concerning the compliance with the requirements for health and safety at work.

Art. 21. Rights and obligations of the Head of department concerning teaching and education work:

(1) Is responsible for the overall organization of the educational process at the department according to the approved curriculum, syllaby and semester schedule, incl. keeping the required documentation.

(2) Approves the allocation of the educational load among the lecturers in the different subjects taught at the department, controls its observance and implementation.

(3) Approves the weekly schedules and calendar plans for the educational employment of the lecturers at the department, and in departments with sections - authorizes for this purpose their responsible persons.

(4) Controls the educational process in the department through organized visits to lectures, clinical, laboratory and seminar classes and their subsequent discussion. The corrective decisions taken are recorded in the Quality Diary of the department.

(5) At the end of each semester endorses the book about the classroom employment load of the lecturers.

(6) Organizes, manages and controls the conduct of the postgraduate training in the subjects taught at the department.

(7) Monitors the regular publication of textbooks, handbooks and other study manuals in the subjects taught at the department, and if necessary the publication of separate lecture courses, studies, etc., to be used in the teaching process.

(8) Proposes to the department board to elect a person responsible for the quality of education of the department/section.

Art. 22. Rights and obligations of the Head of department concerning research work:

(1) Organizes, supports and controls the research work at the department.

(2) Is responsible for the timely referral of young lecturers at the department to certain scientific tasks and provides opportunities for mastering basic and new approaches and methods in the research process.

(3) Within the first 12 months after the appointment of new assistant professors to work at the department, a department meeting shall be convened to appoint a supervisor and a research topic with an option of enrollment in PhD studies. Informs in writing the Dean of the Faculty of Veterinary Medicine about the selected topic and supervisor.

(4) Develops and proposes for discussion an individual plan for development and scientific growth of lecturers, young scientists or postdoctoral students.

(5) Organizes the discussion at a department meeting the main directions of research work at the department, the professional growth of its teaching staff, as well as improving the qualification of habilitated and non-habilitated lecturers and assisting-technical staff.

- (6) Actively promotes the participation of lecturers from the department in scientific forums organized in the country and abroad.
- (7) Conducts a consistent policy for establishing contacts and connections of the department with foreign and national scientific organizations and research centres.
- (8) Organizes or assists the completion of specializations of lecturers from the department in foreign and national research organizations and institutions.
- (9) Organizes and stimulates the participation of lecturers from the department in scientific discussions on issues of science, practice and staff training.
- (10) Assists in the financial support of the research work by participation of lecturers from the department in research projects, financed by the state, the business, non-governmental organizations, etc.
- (11) Initiates and stimulates the implementation of scientific achievements in the educational and other activities at the department.
- (12) Participates in the preparation of self-assessment reports and procedures for Accreditation of PhD programmes at the Faculty.

Art. 23. Rights and obligations of the section leader

- (1) Assists the work of the head of department in all aspects of the educational and research activities.
- (2) Is responsible for the specific organization of the tasks of the educational work at the section - conducting lecture courses, practical and seminar classes, various forms of control of the students' knowledge and observance of the internal rules at the section.
- (3) Is responsible for guaranteeing the quality of the educational process in the subjects taught at the section.
- (4) Manages rationally the budget granted to the section.

Art. 24. Rights and obligations of the managing board, the manager and unit leaders at the University Veterinary Hospital with Clinics

- (1) The rights and obligations of the Managing Board, the Manager and unit leaders of the University Veterinary Hospital with Clinics are regulated in the Rules on the structure and work of the University Veterinary Hospital with Clinics at Trakia University as well as in the Internal rules of the University Veterinary Hospital with Clinics approved by the Rector.

CHAPTER V. STRUCTURE AND ORGANIZATION OF THE EDUCATIONAL PROCESS

Art. 25. Admission and forms of training at the Faculty of Veterinary Medicine

- (1) Bulgarian and foreign citizens with completed secondary education, without gender and age restrictions and in compliance with the rules for admission and application at Trakia University shall be admitted as students at the Faculty of Veterinary Medicine.
- (2) The terms and conditions and the rules for admission of students are recorded in Handbook for admission of students, which are updated and issued annually, at the beginning of the student admission campaign.

(3) The admission of students in the major “Veterinary Medicine” is done by ranking in descending order, based on a grade from a State Matriculation Exam in Biology or after successfully passed student admission exam in Biology, held within the student admission process and following rules, proposed by the Faculty Board and approved by the University Academic Council, in compliance with the state criteria and requirements.

(4) The admission of foreign students for training in Bulgarian or in English language is carried out in accordance with the regulations in force at the moment.

(5) Each newly admitted student is registered in the general ledger and a student booklet is issued to him/her with all compulsory data recorded in it, in compliance with the requirements of Art. 14 of Ordinance on the state requirements concerning the content of the main documents issued by higher institutions. With his/her declared consent for entry in the Faculty General Ledger, the student undertakes to comply with all regulations, rules and legislative documents reflecting the work of the Faculty of Veterinary Medicine and Trakia University.

(6) Students in the major “Veterinary Medicine” are trained in a full-time studies only either in Bulgarian or in English language. For the Master's programmes “Veterinary Administration” and “Sanitary Microbiology and Food Safety”, the training is part-time studies.

Art. 26. Training of students at the Faculty of Veterinary Medicine.

(1) The educational process at the Faculty of Veterinary Medicine is carried out in accordance with **Directive 2005/36/EC** (dated 07 Sep 2005 concerning regulated professions, in particular Veterinary Medicine - Annex V, Article 38, item 5.4.1 and item 5.4.2.), Directives No.355/2005 and No.55/2013 of the EU and the Ordinance on state requirements for acquiring higher education in the major “Veterinary Medicine” in Master’s educational qualification degree with professional qualification “Veterinarian” (SG, No. 9 dated 02 Feb 2016), as well as in compliance with Art. 39 and Art. 40 of the Higher Education Act concerning educational documentation, including qualification description, curriculum, syllabi adopted by Department Board and approved by the Faculty Board of the Faculty of Veterinary Medicine.

(2) The training at the Faculty of Veterinary Medicine is in compliance with the system for credit accumulation and transfer, which is part of the curriculum of the major and the educational and qualification degree. It provides an opportunity to choose subjects, forms of extracurricular activities and mobility, based on mutual recognition of separate study periods.

(3) The training in the professional area “Veterinary Medicine” is carried out in compulsory, elective and optional subjects with different credit points under the European Credit Transfer System (ECTS).

(4) The credit is a digital expression of the student study load needed for mastering specific skills and knowledge in the education process.

(5) Each student in the education process accumulates a certain number of ECTS credits, in compliance with Ordinance No. 21 of 2004 on the implementation of Systems for accumulation and transfer of credits in higher education institutions.

(6) For the Master's educational and qualification degree in the major “Veterinary Medicine” each student has to accumulate 360 ECTS credits, distributed in 60 credits per academic year or 30 credits per semester, from the various subjects in accordance with the curriculum of the

Faculty, as well as 60 credits for undergraduate internship and graduation. One credit is awarded for 25-30 hours of student study load.

(7) In the part-time Master studies for the Master's educational and qualification degree after higher education in the major "Veterinary Administration" and "Sanitary Microbiology and Food Safety", each student has to earn at least 60 ECTS credits, divided into 60 credits per academic year or 30 credit per semester from the various subjects in compliance with the curriculum. One credit is awarded for 25-30 hours of student study load.

(8) The Faculty of Veterinary Medicine prepares annually an information package containing detailed information on student mobility.

(9) Credits are accumulated from classroom and extracurricular study forms of students and are recorded in the curricula of the relevant subjects. The awarded credits are recorded in the documents issued by Trakia University.

(10) The academic transcript and the European Diploma Supplement, along with the grade according to the six-point grading system, the corresponding values on the ECTS scale are also recorded, as follows: excellent - A; very good - B; good - C; satisfactory - D or E. Credits are entered for these grades. For poor grade - FX or F no credits are awarded. The European Diploma Supplement is available to graduates upon request.

Art. 27. Educational process

(1) The educational work is carried out according to an approved curriculum, including mandatory, elective and optional academic subjects through lectures, seminar, laboratory and/or practical (clinical) classes, as well as mobile clinics, educational practices, internships, pre-diploma internships.

(2) The faculty of Veterinary Medicine keeps an electronic register with active and up-to-date electronic academic subjects in the electronic platform Moodle on the website of Trakia University.

(3) All academic subjects, their passwords and access by semesters in Bulgarian and in English are administered by the Faculty Information Services Department.

(4) The updating of study materials and information, including study materials in Moodle is the responsibility of lecturers leading and examining in the respective academic subjects.

(5) The academic year begins and ends according to an academic calendar plan, approved each year by the Academic Council of Trakia University.

(6) The main form of theoretical and practical training of students is the group one, through the formation of study courses and study groups.

(7) The study group is formed by at least 6 and at most 12 students.

(8) It is allowed the seminar and field classes to be held with more than one group of students.

(9) The transfer of students from one study group to another is permitted by Deputy Dean for educational work only by application with a stated good reason.

(10) Training may also be organized in individual plans in the following cases:

- For students enrolled at the Faculty of Veterinary Medicine from other universities, where they have completed up to three study years, in which part of the exams passed are accepted by the heads of departments at the Faculty, respectively the leading lecturers of the subject;

- For students from the Faculty of Veterinary Medicine with an average grade of not less than Very good (5.00) during the first two study years, who wish to take two academic years for one.

(12) The plans for individual training are approved by the Dean's Council.

(13) In exceptional circumstances, absentee learning in an electronic online environment and hybrid forms of training and exams are permitted.

Art. 28. Control on quality of training and educational documentation

(1) The compilation, evaluation and approval of educational curricula is made by a department board, an academic committee, a reviewer, faculty board and an academic council. The sequence of the quality procedure is compulsory for the documentation in the majors “Veterinary Medicine”, “Veterinary Administration” and “Sanitary Microbiology and Food Safety”.

(2) At the Faculty of Veterinary medicine there is a permanent committee on educational work. The curriculum proposed by the leading lecturer or department is reviewed and discussed at a meeting of the educational committee, which gives instructions, offers a reviewer of the curriculum and proposals for amendments and updates.

(3) The approval of the proposals of the committee in resolutions for updating or amendment shall be made to the Faculty Board.

(4) The Chairperson of the Faculty Educational Committee is the Deputy Dean for Academic Affairs and members are the heads of the departments at the Faculty of Veterinary Medicine. Minutes and a report with proposals to the respective board are prepared for each meeting of the committees. The opinion of staff users is taken into account when preparing the curricula.

(5) In the documentation on quality of education for each curriculum questionnaires are prepared for feedback and improvement of the curricula, examination procedures, teaching methods, etc.

(6) A survey of student opinion is conducted by decision of the Dean's Council and the results of the surveys are reported to the Dean's Council, Faculty Board and are presented to the department heads.

(7) When preparing and updating curricula and syllabi, the opinions of employers and staff users are taken into consideration. Their opinion is reflected by filling out questionnaires, statements, minutes from work meetings at the Faculty of Veterinary Medicine.

Art. 29. Control on student training

(1) Permanent current and final control is exercised on the preparation and mastering of knowledge by the students.

(2) The forms of current control are determined by the department boards upon proposal by the persons in charge of the academic subjects.

(3) The forms, regularity and manner of conducting the current control are obligatorily recorded in the curriculum of the relevant subject. They are posted on the website of the

faculty (department) in the subject in Moodle and are explained to the students at the beginning of teaching the subject.

(4) The current control is carried out at a time determined in the study schedule for practical or theoretical classes in the subject.

(5) The average grade from the current control is entered in the primary documentation of the department (section) and must participate in the formation of the final grade.

(6) By decision of the department boards students who have successfully passed the regulated forms of current control may be exempted from an exam or from a certain amount of material in the taught subject.

(7) The final control involves taking a theoretical and practical exam (or test) or only a theoretical exam in compliance with the approved curriculum and syllabus of the respective subject. This happens during exam sessions specified in the academic calendar plan or upon the completion of a certain module in the respective subject.

(8) The criteria for assessment of students during exams are announced publicly.

(9) The grades from the practical examinations and tests are valid for the subsequent re-sitting and liquidation sessions.

(10) The time, method and form of the final control in the respective subject are recorded in its curriculum.

(11) The main form of conducting the theoretical exam is the written one. Upon discretion of the lecturer, it may be supplemented by an oral interview. The exam must be conducted according to a questionnaire provided to the students in advance.

(12) The written exam is conducted by the lecturer(s) leading the lecture course in the subject in the presence of an assistant professor. In the absence of the lecturers, the exam is conducted by another habilitated lecturer, appointed by the head of the department. The exam ends within the day, with a grade entered in the student's booklet.

(13) The assessment of the theoretical preparation of the students is carried out by a habilitated lecturer. Practical exams can be conducted by both habilitated persons and non-habilitated lecturers.

(14) In exceptional circumstances, electronic online conducting of exams with formation of an individual archive of the conducted examination shall be allowed.

(15) Students' knowledge and skills are assessed on a six-point grading scale which includes: excellent (6); very good (5); good (4); satisfactory (3) and poor (2).

(16) In making the final grade for the final control, the grades from all forms of current control throughout the course of study in the subject are taken into consideration. The relative share of the grades from the current control in the final grade is determined by the examiner.

(17) The exam is passed with a final grade of not less than satisfactory (3). The grades from the final control and the gained credits are entered in the student's booklets. Assistant professors are not allowed to enter grades from the final control in the student's booklets, unless authorized by a resolution of the Faculty Board to do that.

(18) A "Register of the students examined in the subject" is kept at the departments. It includes all examined students and the results from the final control. In addition to the name and faculty number of the student, the date of the exam, the grade from the practical exam or test, the grade from the theoretical exam and the final grade in the course are also recorded.

The credits gained are also recorded. The register is kept for an indefinite period of time in the archives of the department.

(19) The grades and credits from the final control are entered in an exam record, which has to be submitted at the Dean's Office of the Faculty of Veterinary Medicine within 3 days after the end of the exam session.

(20) The grades from the protocols of the conducted exams are also be entered in the faculty general ledger within a period not longer than 2 weeks after the completion of the exam. The entering of the grades in the general ledger is done by the leading lecturer in the subject or an examining lecturer in the subject authorized by him/her.

(21) Failure to meet the deadlines for entering grades in the general ledger is considered non-fulfillment of basic obligations and is grounds for 50% reduction of the one-time additional remuneration at the end of the year and seeking administrative responsibility of lecturers by the faculty management.

(22) At their own request, stated in a written application, students may take an exam to improve their final grade. The application for this should be submitted within the current session. In these cases the exam is taken before a committee appointed by an order of the Dean and the grade obtained is final.

(23) The Faculty of Veterinary Medicine recognizes periods of study and exams of students from other universities, as well as of students from the Faculty of Veterinary Medicine who have studied at other veterinary faculties with which Trakia University has bilateral agreements signed. The recognition of the periods of study and the exams taken takes place after presenting an academic reference only for the students in the first six semesters, and for the subsequent semesters, if necessary, of the curricula in the subjects the student has studied during the respective period of study.

(24) The recognition of the periods of training and the exams taken is to be carried out by a committee including the Dean of the Faculty of Veterinary Medicine, the Deputy Dean of Academic Affairs, the head of student mobility and international work, the head of English language training and the expert on academic affairs at the Dean's Office. If necessary, the committee consults the head of the respective department and/or the leader of the respective subject.

Art. 30. Exam sessions

(1) Within one academic year, for each separate academic subject dates for regular, re-sit and liquidation exam sessions are determined.

(2) The current students have the right to take an exam in each academic subject once in a regular and re-sit session held immediately after the end of the semester, and once in a liquidation session in September.

(3) In case of not turning up at an exam within the regulated three sessions (regular, re-sit, liquidation) the omission shall be at the expense of the student.

(4) All students who had discontinued their studies or had finished the semester studies (6th year) have the right to take an exam once in a regular, re-sit and liquidation sessions of all summer and winter exams until the exams are cleared or the student rights are lost.

(5) Students are admitted to exam sessions with a semester fee paid in time and a certified semester. The certification is made at the Dean's Office with available signatures for theoretical and practical training in all subjects studied during the semester.

- (6) The supervisors of the subject sign if the student has registered at least 50%+1 lectures attended of the total number of lecture hours for the semester.
- (7) The leaders of practical classes sign for certification of the semester if the student has completed all the practical classes provided for the semester and has no more than 1 unexcused absence. For pregnant women, mothers with children and long-term sick leave, the rules generally valid for Trakia University shall apply.
- (8) The poor result from the various forms of current control, as well as the non-compliance with the requirements of the system for accumulation and transfer of credits for the specific semester, cannot be a reason for non-certification of the semester.
- (10) A student who has not certified the semester shall re-register the academic year due to non-certification and shall attend the course of study in that part of the subject (semester, practical or theoretical) which he has not received certification for.
- (11) By decision of the Faculty Board, the Dean may administratively certify the semester of a student in one subject once during the entire course of study.
- (12) At the first exam of the respective session the student may turn up with an uncertified semester, but it is compulsory to be a subject which s/he has a certified semester for.
- (13) Students shall determine their own exam schedule, and it is possible to take the exams in administrative groups in an administrative schedule determined by the Dean's Office, coordinated with the departments.
- (14) All working days during the session for which there are not less than 6 and not more than 20 students enrolled for examining by one examiner are announced as exam dates. If more than 20 people are enrolled, the exam is held with two examining lecturers, determined by a decision of the department board. In exceptional cases public holidays may be arranged as exams with the consent of the course leader.
- (15) The schedule of the exam sessions is approved by the academic affairs deputy dean. He may authorize changes to it only for valid reasons, and the permission shall be documented with an official note signed by him.
- (16) Pregnant and student mothers with children up to 6 years of age may take exams according to an individual schedule within the sessions.
- (17) All students remaining after the liquidation session with two failed exams shall be obliged to fulfill their obligations under the curriculum during the respective sessions of the next academic year. During this time, they are allowed to attend classes in the subjects of the next course of study. Students who do not pass the exams shall discontinue their studies.
- (18) Fifth-year students must complete a 3-month pre-diploma internship and take exams during the liquidation session. If they fail the semester exams, they continue their internship, but are not allowed to defend the internship and to take a state exam.
- (19) Students who have mastered and completed all the key skills in the "Competence on day one" booklet are admitted to defend the internship.
- (20) Sixth-year students may take missed exams in all subsequent regular and re-sit exam sessions, regardless of the semester in which the course had been completed. For this purpose, exam dates are set in the regular session of the semester in which the subject is not studied.
- (21) Students who have completed a semester, passed all their exams and have completed pre-graduation internship are admitted to a state exam.

(22) The state exam is held according to state requirements by a state board consisting of habilitated lecturers. The board and the schedule for the exams shall be determined by an order of the Rector of Trakia University following a proposal by the Dean of the Faculty of Veterinary Medicine. Persons external to the University, representing the employers, may also join the board.

(23) Every semester graduate student who has successfully defended his/her pre-graduation internship has the right to take state exams (regular and re-sit sessions) every year, within 5 years after completing the semester studies. In case more than 5 years have passed, the graduate student loses rights, which s/he may re-gain by the general provision of Trakia University and then s/he shall have the right to take exams in two more sessions.

Art. 31. Students who have failed exams due to poor result or failure to take an exam have the right to come on additional dates after the liquidation session or to participate in exam dates outside their rights under Art. 30 (2), by paying in advance a fee for taking an exam under the terms and conditions of additional dates, the amount of which shall be determined by a decision of the Faculty Board.

Art. 32. Students' absences

(1) A student may be absent from classes only in case of illness, proven by a medical certificate, issued by his/her general practitioner or specialist physician. Absence from classes is allowed due to other valid family reasons or events related to establishing the authority of the Faculty and the University.

(2) Students' absences are excused in the booklets by signature of the course supervisors on the basis of an application, accompanied by the necessary documentation.

(3) In the course of one academic year a student may be absent due to the above reasons not more than 30 calendar days.

(4) The absent students shall additionally do the missed seminar, laboratory and practical classes according to an order determined by the respective department.

(5) Prolonged absence, but not more than 50% of the classes, is allowed to athletes included in national or Olympic teams or to chronically or seriously ill students who have submitted a document from a Physicians' Board for impaired ability to work over 70%. They shall be obliged to do the practical classes at the discretion of the respective department.

(6) Students who missed more than 50% of the classes do not get a certification, regardless of whether the absences are excused or not. They can receive only administrative certification according to Art.30 item 9.

(7) Pregnant students and mothers with children up to 6 years of age are entitled to a reduced regime - 50% of absences from classes for the semester. They can take an exam on an individual schedule, having previously completed the mandatory practical classes.

(8) If both parents are students with one or more children, who they raise alone, the facilitated regime of education may be used by both parents, but in this case they also do the missed practical classes.

(9) The term of education of the mother students may be extended up to two years with or without discontinuation of the studies for each child born before the end of the last semester of studies.

(10) The students shall be released from classes in physical education and sports only with a medical certificate from a Physician's Board. These students are provided with the opportunity to engage in sports without physical activity, as well as to prepare theoretical materials on sports topics (reports, essays, etc.), with which to get grades and credits in the subject.

Art. 33. Rights of students

Each student at the Faculty of Veterinary Medicine shall be entitled to:

- (1) Use the facilities of the Faculty for his training.
- (2) Use student dormitories, canteens, recreation centres, sports facilities and health establishments, according to the current ordinances of the Ministry of Education and Science and Trakia University.
- (3) Receive a scholarship, according to an ordinance approved by the Ministry of Education and Science.
- (4) Elect and be elected a member of the main governing bodies of the Faculty and the University.
- (5) Authorize their representatives to participate in negotiations with the administration and the management of the Faculty and the University on issues related to the quality of education and the organization of the educational process.
- (6) Participate in the research and clinical-diagnostic work carried out in the Faculty departments, the University Veterinary Hospital with Clinics, laboratories, and to receive qualified assistance and methodological guidance for their professional development.
- (7) Choose academic disciplines as elective ones, included in the curriculum of the Faculty of Veterinary Medicine and according to rules determined by the Faculty Board.
- (8) Be transferred to another higher school, another faculty and specialty of the university or form of studies in accordance with the requirements of the Higher Education Act and the Rules of the University.
- (9) Apply for temporary training in foreign higher schools and to conduct such in accordance with the rules for student mobility under international programs.
- (10) Participate in communities of educational, scientific, sports, social and other interests, which do not contradict the laws of the country.
- (11) Discontinue their studies and to resume it afterwards under terms and conditions regulated by the Higher Education Act and the Rules of the Faculty and the University.
- (12) Appeal to the relevant governing bodies against decisions concerning his/her position as a student.
- (13) Elect their representatives (including PhD students) in the main governing bodies of the Faculty, the Academic Council and the General Assembly of Trakia University.
- (14) Undergraduate students with an average grade of not less than very good (5.00) can study according to individual plans in shorter terms under conditions determined by the Faculty Board.
- (15) An undergraduate student who has received the right to study according to an individual curriculum shall be appointed a leader from the habilitated lecturers.

(16) If desired, each undergraduate student may choose a tutor from among the lecturers at the Faculty of Veterinary Medicine.

(17) The body for protection of the interests of undergraduate and PhD students is the Student Council..

Art. 34. Obligations of students.

Each student shall be obliged to:

(1) Observe the Rules for structure, work and management of the Faculty of Veterinary Medicine, Trakia University and the internal rules.

(2) Enroll for the academic year within the term determined by the Rector.

(3) Attend classes with appropriate clothing and additional protective equipment provided for the respective subject.

(4) Take his/her exams within the set terms.

(5) Keep the name and prestige of the Faculty and the University.

(6) Not to conduct political, religious and racist activities on the territory of the educational institution.

(7) Take care of and protect the facilities of Trakia University and the Faculty.

(8) Pay regularly and on time the determined state tuition fee for each semester. The semester fee shall be paid before the beginning of the academic semester according to Art. 5 (5) of the Rules for educational work of Trakia University.

(9) Attend lectures and classes regularly and in accordance with his/her rights under Art. 30. (6) and (7).

(10) To master and complete their key skills from the “Competence on day one” booklet.

Art. 35. Discontinuation and dismissal of students.

(1) A student with three or more failed exams after the liquidation session shall discontinue their studies.

(2) Studies are discontinued not only due to poor result but also due to non-certification of a semester, due to uncertified practices and internships, in case of long-term illness, due to maternity, for financial and other valid reasons.

(3) A student has the right to one discontinuation due to poor result and one for other reasons during the entire course of study.

(4) During the discontinuation, regardless of the reasons, the student loses the rights determined under Art. 32 of these Rules.

(5) Students with unsettled student status who have not submitted an application for discontinuation shall be dismissed by administrative means.

(6) Students who have discontinued their studies due to poor result, with the exception of those from the sixth year, may take the failed exams only during exam sessions in the semester during which the respective subject is studied. In case they do not pass their exams within one academic year, they are dismissed from the University by order of the Rector, which is issued not later than 1 month after the last date of the liquidation session.

(7) Students, who due to not valid reasons have failed to fulfill their semester obligations and have not received certification of the semester, shall re-register for the academic year.

(8) In case of severe and prolonged illness or other valid reasons (maternity, family or financial reasons) the Rector may, at the proposal of the Dean, allow individual students to discontinue their studies for a longer period of time, but not longer than 5 consecutive years.

(9) Students who have been dismissed from the University may re-establish their student rights after a competition in accordance with the current requirements for admission of new students. They have to pass this exam with a grade point average of at least 3.00.

(10) The passed exams shall be recognized to persons who have re-established their student rights, if there have been no changes in the content of the academic subjects. In case of changes in the curriculum, students continue according to the new curriculum, taking the failed exams. The course of study is determined by an order of the Rector following a proposal by the Dean of the Faculty.

Art. 36. Students are dismissed for a certain period of time from the Faculty of Veterinary Medicine in the following cases:

(1) In case of incorrect data upon admission at the University or forgery of documents concerning their student status.

(2) In case of systematic non-fulfillment of their obligations from the curriculum.

(3) In case of proven attempts to take exams by cheating.

(4) In case of serious damage to the prestige and authority of the University and the Faculty

(5) Conviction of imprisonment for committed intentional crime of general nature.

(6) In case of systematic violation of the Rules of the Faculty of Veterinary Medicine or Trakia University.

Art. 37. Punishments to undergraduate, PhD and specializing students.

(1) In case of non-adhering to the obligations arising from these Rules, undergraduate, PhD and specializing students may be punished by the Rector following a proposal by the Dean with:

1. Reprimand with a warning for dismissal from the Faculty.

2. Last warning for dismissal from the Faculty

3. Dismissal from the Faculty for a period of 1 year.

4. De-registration from Trakia University.

CHAPTER VI. PhD STUDIES AND PhD STUDENTS AT THE FACULTY OF VETERINARY MEDICINE

Art. 38. Admission and training of PhD students

(1) The admission and preparation of PhD students at the Faculty of Veterinary Medicine is carried out according to PhD programmes accredited by the National Agency for Evaluation and Accreditation (NEAA).

(2) The Faculty of Veterinary Medicine has the necessary capacity to prepare PhD students in full-time, part-time, independent and paid forms of training. PhD students acquire specific knowledge and skills that build on those of the Master's educational and qualification degree.

(3) The specifics of each accredited PhD programme correspond to the profile of the primary unit, where within the Faculty and the University, the respective subjects related to the treated scientific issues are taught.

(4) The educational documentation, regulations and standards related to the PhD programmes at the Faculty of Veterinary Medicine are in compliance with the current regulatory base, are constantly updated and conform to the content of the relevant criteria in the requirements of NEAA.

(5) The procedures for admission and training of PhD students are carried out in accordance with "Rules for development of the academic staff at Trakia University", adopted by the Academic Council.

Art. 39. Acquisition of PhD educational and scientific degree after de-registering the PhD student with the right to defend the thesis

(1) To defend a dissertation paper for awarding PhD educational and scientific degree is allowed a PhD student who has been de-registered with the right to defend the thesis and meets the minimum national requirements.

(2) PhD students de-registered with the right to defend have the opportunity to prepare, submit and defend their dissertation paper within 5 years after the decision of the Faculty Board for -de-registering.

(3) The procedure for acquisition of PhD educational and scientific degree and the defense of a dissertation paper are united in one and are regulated in "Rules for development of the academic staff at Trakia University" adopted by the Academic Council.

CHAPTER VII. ORGANIZATION OF SPECIALIZATIONS, POSTGRADUATE QUALIFICATION AND CONTINUING EDUCATION AT THE FACULTY OF VETERINARY MEDICINE

Art. 40. (1) The specialization of lecturers from the Faculty of Veterinary Medicine aims to master new experience, method or teaching-methodological skills through a stay of 1 to 6 months (or more) in a leading external veterinary medical organization in Bulgaria or abroad.

(2) The specialization is carried out according to an agreed plan-programme between the host organization and the Faculty of Veterinary Medicine.

(3) The specialization is financed by sources forming the budget of the Faculty of Veterinary Medicine, external sources from projects or is self-financed from individual programmes and contracts.

(4) After returning from specialization the lecturer delivers a public lecture before the academic staff of the Faculty of Veterinary Medicine presenting the acquired experience and its application in the teaching or research work of the department or the faculty.

(5) In organizing the specializations, the Faculty of Veterinary Medicine shall be guided by the principles of EAEVE, the European Board of Veterinary Specialisation (EBVS), the 2021 Strategy of the Veterinary Continuous Education in Europe (VetCEE) association, Federation of Veterinarians in Europe (FVE).

(6) Leading European EBVS graduates shall be recruited and a system of in-house training on priority objectives of veterinary education and science in Europe shall be established in the development of its strategy for the development of enhanced competence of lecturers and staff of the Faculty of Veterinary Medicine.

Art. 41. Forms and types of postgraduate qualification.

(1) For postgraduate training at the Faculty of Veterinary Medicine a Postgraduate training/Postgraduate qualification department has been established, which is headed by a habilitated lecturer, elected by the Faculty Board following a proposal by the Dean.

(2) Postgraduate training is aimed at acquiring a certain qualification, equivalent to the European Qualifications Framework for lifelong learning – level 7.

(3) The forms for postgraduate training are full-time and part-time; they are short-term (up to six months) and long-term (not less than one school year); by number of participants - group (not less than 6 participants) and individual ones.

The organizational forms are:

1. long-term professional qualification courses;
2. short-term courses for additional professional training;
3. trainings for mastering and improving professional skills;
4. seminars, workshops, etc.

Art. 42. Organisation of Postgraduate training/Postgraduate qualification.

(1) The educational and qualification process is conducted in accordance with the state requirements for educational documentation, which include curriculum, syllabi and financial chart of accounts.

(2) The main document for the long-term qualification forms is the curriculum. It is prepared by the supervisor, discussed and approved by the Faculty Board. The curriculum includes:

- type, form and duration and place of training;
- annotation with the objectives, tasks and content of the qualification;
- name, number of hours and the supervising lecturers of the subjects studied;

- forms for testing knowledge;
- calendar schedule.

(3) The curriculum includes thematic distribution of the study material (lectures, seminars, practical classes) with the respective hours, criteria for assessment of knowledge, exam programme, basic and additional literature. The curricula are developed by the lecturers leading the relevant subjects and by proposal of the course supervisor are approved by the Faculty Board.

(4) For the short-term forms of qualification only a curriculum with a schedule is prepared, which are approved by the Dean and then submitted to the Postgraduate training/Postgraduate qualification department.

(5) Postgraduate training at the Faculty is carried out by the available teaching staff (habilitated and non-habilitated lecturers), and if necessary external lecturers are attracted for a fee, according to the approved rates.

(6) The candidates for postgraduate training are enrolled by an order of the Rector, on the basis of a submitted application for individual specialization or group organized course to the Dean of the Faculty of Veterinary Medicine. The application is accompanied by a copy of the diploma for completed education and, if necessary, other documents.

(7) Foreign citizens from countries of the European Union are entolled as trainees under the terms and conditions valid for Bulgarian citizens.

(8) Foreign citizens from countries outside the European Union are enrolled on the basis of the relevant regulatory documents.

(9) Trainees are obliged to regularly attend the classes provided in the curriculum and syllabi prepared and approved in advance by the Faculty Board.

(10) Absences for valid reasons are permitted in accordance with the Labor Code

(11) In case of discontinuation of the training for valid reasons for up to 5 years, the rights may be restored by updating the curriculum and chart of accounts and by order of the Rector.

(12) Termination of the training is by one's own will and order of the Rector, and the amounts paid are not refunded.

(13) The control on the knowledge acquired during the postgraduate training is by tests, exams, colloquia and/or defense of diploma paper and these forms of control are determined by the scientific supervisor or the course supervisor and are recorded in the curriculum and syllabus.

(14) Exams for continuous control are conducted by a board of at least two lecturers, previously engaged in the curriculum, at least one of them being a habilitated person. If necessary, the course supervisor may include other lecturers with PhD scientific and educational degree.

(15) The final-stage control is carried out according to the forms included in the curriculum: state exam or defense of a diploma project. They are conducted by a board of at least three members, including the supervisor and the reviewer.

(16) Within three days after the completion of the exams, the course supervisor presents a protocol to the Postgraduate training/Postgraduate qualification department of the faculty of Veterinary Medicine.

(17) After the successful completion of the obligations provided in the curriculum and successfully passed forms of control on the acquired knowledge a document for professional qualification is issued for the long-term training forms, and for the short-term forms - a certificate for professional qualification. In the case of Postgraduate training forms of short duration, which do not include mandatory control of the acquired knowledge, a certificate of participation is issued.

(18) The overall activity for enhancing the staff qualification is self-financed and self-sustaining.

(19) The received funds for enhancing the staff qualification are collected in a separate account with strict purpose, according to the approved charts of accounts.

(20) The costs for each type, form and variety of the postgraduate training are determined for each specialist (student), and the fees are approved by the Faculty Board, according to the chart of accounts prepared by the course supervisor.

(21) The chart of accounts is prepared for each qualification form and it provides funds for material support of the course, funds for salaries of the trainers, insurances, business trips, as well as deductions for the Faculty and the Rector's Office.

(22) Deductions from the chart of accounts amount to 3% for the Rector's Office, 20% for the Faculty and 77% for material and financial provision of the course, remuneration of the lecturers, incl. taxes and insurance by the employer.

(23) For specialized training at the request of state and private institutions, the amount of the fee and deductions for the Faculty shall be determined by agreement, in accordance with the goals set the requesting institution and shall be approved by the Faculty Board.

(24) A ledger shall be kept for control and reporting in the course of training of the activities performed according to the curriculum. Based on that the specialization or course supervisor reports the amount of hours worked by each of the lecturers involved in the postgraduate training and fills in a report about the remunerations.

CHAPTER VIII. ORGANIZATION OF THE RESEARCH AND DEVELOPMENT WORK

Art. 43. Conducting research at Trakia University is an integral part of the work of the academic staff at the Faculty of Veterinary Medicine, as well as of the undergraduate, PhD and specializing students at it. When carrying out the experimental work, the accepted ethical principles for work and conducting experiments with animals must be observed, in compliance with the current regulatory base.

Art. 44. The objectives of research and development are the following:

(1) To expand the knowledge of lecturers in different fields of science and the latest scientific achievements to be included in the learning process.

2. To create scientific and applied products for solving specific problems in the field of animal husbandry and veterinary medicine.

Art. 45. Procedural solutions on issues of research and development are made by:

1. the Faculty Board;
2. the Dean;

4. the Deputy Dean for R&D;

5. R&D Committee and Committee for assessment of the scientific projects;

Art. 46. The Faculty Board, following a proposal by the R&D Committee determines the priorities for the research work of the Faculty in the long run, in compliance with the scientific priorities of Trakia University.

Art. 47. The Deputy Dean for R&D, assisted by the R&D Committee, does the coordinating work on a Faculty level, carrying out the following specific activities:

- (1) Develops the main directions and priorities for the scientific work of the Faculty;
- (2) Coordinates and controls the implementation of the scientific work at the Faculty;
- (3) Prepares and submits proposals for changes in the current regulations and laws related to the implementation of scientific work and academic growth;
- (4) Participates in the organization and holding of scientific forums at the Faculty and Trakia University;
- (5) Regularly analyzes the state of the scientific work and the achievements in the Faculty;
- (6) Monitors the expedient and lawful spending of the funds from the projects;
- (7) Observes and assists for the expedient and effective use of the available equipment;
- (8) Assists in the preparation and presentation of projects within the framework of international cooperation and projects financed by the Ministry of Education and Science;
- (9) Organizes the publication of scientific reports from conferences, symposia, etc., held within the Faculty, Trakia University or jointly with other cooperating organizations;

Art. 48. The work of the Commission for evaluation of scientific projects is regulated in “Rules on the terms and conditions for evaluation, planning, distribution and spending of funds from the State Budget for financing the scientific work inherent to Trakia University”.

Art. 49. R&D covers research of a fundamental and applied nature.

Art. 50. The main forms of R&D are:

- (1) Research funded specifically from the budget of the Faculty of Veterinary Medicine;
- (2) Scientific research, the funds for which are received purposefully from the State budget for financing the scientific work inherent to Trakia University;
- (3) Scientific research financed by the National Council for Scientific Research at the Ministry of Education and Science;
- (4) Research funded through international cooperation within the framework of programmes of the European Commission and other international organizations;
- (5) Research based on inter-university programmes funded by government organizations, universities, etc.
- (6) Research funded by companies, private organizations, foundations and non-governmental organizations;
- (7) Organizing and co-organizing scientific forums (conferences, congresses, symposia, seminars, discussions, etc.);
- (8) Dissemination (publication of scientific achievements);

(9) Exchange of scientists between the Faculty of Veterinary Medicine and other related public and private scientific institutions (higher institutions, research centers) in the form of specializations, consultations, expertise, reviews, lectures, etc.;

Art. 51. The promotion of R&D is carried out through the financial stimulation of scientific research, creating conditions for rational use of the scientific potential of the Faculty of Veterinary Medicine and its development in compliance with the priority guidelines for the development of the lecturers at the teachers of the Faculty of Veterinary Medicine.

Art. 52. The evaluation of research results is carried out in accordance with “Rules for monitoring and evaluation of R&D work carried out by universities and research organizations, as well as the activities of the Research Fund, as well as on the basis of current “Ordinance on the terms and conditions for the evaluation, planning, distribution and spending of funds from the state budget for financing the scientific or artistic work inherent to the state higher education institutions”.

Art. 53. The Faculty of Veterinary Medicine publishes in English a periodical scientific journal *Bulgarian Journal of Veterinary Medicine*, the main purpose of which is to promote the results of scientific research by Bulgarian and foreign authors in Europe and the world.

(1) The journal is managed by an editorial board, editor-in-chief and editor-in-charge.

(2) The management of the journal is elected by the Faculty Board following a proposal by the R&D committee and works according to rules adopted by the Faculty Board.

ORGANIZATION OF THE CLINICAL, DIAGNOSTIC AND CONSULTING WORK

Section 1. General provisions

Art. 54. Clinical, diagnostic and consulting work is carried out at the Faculty of Veterinary Medicine, closely related to the clinical training of undergraduate, PhD and specializing students.

Art. 55. Undergraduate, PhD and specializing students take direct part in the diagnostics, therapy and prevention of diseases in various animal species.

Art. 56. The clinical, diagnostic and consultative work at the Faculty of Veterinary Medicine is carried out in the University Veterinary Hospital with Clinics, which is part of the structure of the Faculty of Veterinary Medicine. Its relations with other structural units (departments, sections), educational institutions, legal and physical entities; the rights and obligations of lecturers, undergraduate students, specializing students and employees are directly related to the regulations of Trakia University and the Faculty of Veterinary Medicine.

Art. 57. The University Veterinary Hospital with Clinics is the main structural unit of the Faculty of Veterinary Medicine, established under Art. 26 of the Law on Veterinary Work (SG No. 52 of 9 June 2020), established by resolutions 1 and 2 under item 3 of Protocol No. 12/25 Nov 2020 of the Academic Council of Trakia University of Stara Zagora. The following types of activities are performed in it:

(1) Clinical, laboratory-diagnostic, educational, research and development.

(2) Offering consulting, methodical and medical assistance to other medical and diagnostic, state and private veterinary medical clinics, rooms, laboratories, pharmaceutical companies, farms, legal and physical entities.

Art. 58. The University Veterinary Hospital with Clinics has the address registration of the Faculty of Veterinary Medicine.

(1) It has its own website, the updated information of which is provided by its manager and heads of clinics.

Art. 59. The University Veterinary Hospital with Clinics has:

(1) Facilities provided by the Faculty of Veterinary Medicine, with which it performs its work and manages it.

(2) The facilities are maintained and modernized with funds belonging to the faculty, funds earned from clinical, consulting activities, projects and funds from donations.

(3) The territory of the University Veterinary Hospital with Clinics has a controlled, restrictive regime for access of people and motor vehicles, in order to ensure optimal conditions for the implementation of the main activity.

Art. 60. Both habilitated and non-habilitated lecturers from the clinical departments and veterinarians, members of BVU, as well as employees on main employment contract and on 50% employment, PhD, specializing and undergraduate students are employed at the University Veterinary Hospital with Clinics.

Art. 61. The training and work of students and other trainees with patients is carried out during regular classes, day and night shifts, internships and practices.

Art. 62. The regime of work includes round-the-clock admission of patients, in which undergraduate, specializing and PhD students take an active part.

Art. 63. When working, health and safety is compulsory, which is documented through regular instruction.

Art. 64. Housing and rearing of animals, as well as work with them are carried out in compliance with the current laws and regulations:

- Veterinary Medical Act and the rules for its implementation;
- Ordinances for protection and welfare in the rearing and use of farm animals;
- Ordinance for protection of employees from risks related to exposure to biological agents at work;
- Ordinance for protection of workers from risks associated with exposure to chemical agents at work.

CHAPTER X. ACADEMIC COMMUNITY AND ASSISTING STAFF.

Art. 65. Academic staff.

(1) The positions of the scientific and teaching staff at the Faculty of Veterinary Medicine are:

- habilitated lecturers – Associate professor and Professor;
- non-habilitated lecturers – Assistant professor, Chief Assistant professor.

(2) The academic positions are occupied after election based on a successfully passed competition and after approving the election by the Rector of Trakia University pursuant to terms and conditions stipulated in the Higher Education Act, the Law on development of the

academic staff in the Republic of Bulgaria, Rules for implementing the law on development of the academic staff in the Republic of Bulgaria, Rules for development of the academic staff at Trakia University and the Administrative Procedure Code.

(3) The number and types of academic positions by units and departments are specified in the staffing of the Faculty of Veterinary Medicine.

(4) A competition for academic position is announced by the Academic Council following a proposal by the Faculty Board if there is a staff position available, proven need and contribution to the development of the educational process and science of the faculty.

(5) For delivering lectures and practical classes on the curricula of the faculty prominent scientists and experts from the practice are attracted and employment contracts are signed with them as part-time lecturers and guest lecturers.

(6) By resolution of the faculty board the teaching employment of part-time lecturers and guest lecturers is determined, and a fixed-term contract is signed with them, without reducing the minimum norm of lecturers on a basic employment contract at the faculty.

Art. 66. Rights of the academic staff.

The academic staff members shall be entitled to:

(1) Elect and be elected in the governing bodies of the Faculty and the University.

(2) Develop and teach the educational content of the subjects they are engaged in according to the curriculum of the Faculty of Veterinary Medicine and the approved curricula.

(3) Use all the facilities and opportunities of the Faculty of Veterinary Medicine and Trakia University for their scientific growth in compliance with the relevant rules.

(4) Provide consulting services related to the subject of their work at the Faculty of Veterinary Medicine.

(5) Direct the research work of undergraduate, specializing and PhD students.

(6) Organize postgraduate training of veterinarians and other specialists.

(7) The teachers at the Faculty of Veterinary Medicine with more than 10 years of teaching experience have the right every 7 years to use up to one academic year for creative development (writing a textbook, dissertation paper, monograph, long-term specialization outside the University), during which time they are not assigned any teaching employment. The decision about that is made by the Faculty Board of the Faculty of Veterinary Medicine.

(8) After the end of this period the lecturer shall present a report on the achievements. The Rector, Vice-Rectors, Dean and Vice-Deans shall exercise their rights after the expiration of their term of office.

Art. 67. Obligations of the academic staff.

The academic staff members shall be obliged to:

(1) Fulfill the annual rate for teaching employment, determined by the Academic Council based on the regulatory documents of Trakia University.

(2) Form at least 2/3 of the study employment from class work in lectures or practical classes.

- (3) Deliver regularly the lectures and practical classes assigned to them by the department according to the curricula of the faculty.
- (4) Organize consultations with undergraduate, specializing and PhD students and assist their independent work.
- (5) Organize theoretical and practical exam, according to the approved schedules and within the term specified in Art. 29 after the exam to reenter the marks in the general ledger.
- (6) Observe the academic and professional ethics and the Regulation of the University.
- (7) Prepare textbooks, study manuals and current materials for providing the modern learning process with lectures and exercises with data from the last 10 years.
- (8) Prepare and maintain up-to-date e-learning courses on the curriculum of the Faculty of Veterinary Medicine in the electronic platform Moodle of Trakia University.
- (9) Perform the teaching-methodical and/or clinical-diagnostic tasks assigned to them by the Department, the Faculty and the University.
- (10) Make changes in the content of the curricula in the reslevant subject, depending on the modern achievements of science and practice in the field of the taught subject and specialty.
- (11) The habilitated lecturers monitor and correct the teaching methodology and the organization of the practical classes in the subject they supervise.
- (12) Non-habilitated lecturers conduct practical classes assigned to them by the Department, are responsible for modernization of the educational infrastructure, scientific and methodological level of practical training, for the organization and independent work of students and the quality of their practical training.
- (13) Non-habilitated lecturers may deliver lectures and conduct a semester exam in the respective subject at the discretion of the head of department and following a decision of the Faculty Board, only if they have PhD educational and scientific degree.
- (14) The non-habilitated lecturers have the right to be authors and co-authors of study manuals for practical classes of the students, after approval by the Faculty Board following a proposal by the department board.
- (15) Non-habilitated lecturers as well as the habilitated ones shall hold consultations with undergraduate, specializing students and support their independent work.
- (16) Non-habilitated lecturers are present when discussing their office position and career development with the right to an opinion.
- (17) In all their work and public activity the members of the academic staff must defend and contribute to the good reputation, name and traditions of the Faculty.
- (18) The academic staff members work under non-standard working hours in accordance with the collective labor agreement, which means a full 8-hour working day and a longer annual leave (Art. 139 of the Labor Code).

Art. 68. Punishment and dismissal of lecturers.

- (1) In case of violation of the labor and official duties the persons of the scientific-teaching staff shall be subject to the punishments provided in the Labor Code and the other acts of the labor legislation in the country.

(2) Lecturers and employees at the Faculty of Veterinary Medicine are subject to penalties for damaging the prestige and authority of the Faculty.

(3) Lecturers shall be dismissed from their position by an order of the Rector:

a) at their request;

b) in case of conviction of imprisonment for committed intentional crime;

c) when they cannot be ensured the implementation of teaching activities and there are no opportunities for transfer or re-training in a related subject after a decision made by the Faculty Council;

d) in case of proven in the established order plagiarism in scientific works;

e) upon revocation of the scientific title or scientific degree;

f) in case of two consecutive negative attestations;

g) in case of committing a misdemeanor, giving grounds for imposing disciplinary dismissal.

(4) The dismissal from office under para 2 c, 2 d, 2 f and 2 g is done after a decision made by the Faculty Board.

(5) A member of the academic staff or of the administrative and auxiliary technical staff shall be subject to disciplinary dismissal if s/he intentionally commits any of the following violations:

- Gives an exam grade without having organized an exam;

- Organizes an exam and assesses a person who is not entitled to take the examination with him;

- Issues a document on behalf of the Faculty or the University, which incorrectly reflects completed stages in the education of an undergraduate, PhD or specializing student;

- Systematically and/or rudely violates administrative regulations and damages the prestige of the Faculty and Trakia University.

Art. 69. Administrative and technical staff.

(1) The administrative and technical staff includes the employees in the administrative and other main and auxiliary structural units of the faculty.

(2) The employment relationship of the persons from para 1 arises by concluding a fixed-term employment contract with a probation period of 3 to 6 months. In case of positive attestation, the contract becomes for an indefinite period of time.

(3) Upon holding a competitive position, the probation period may be waived at the discretion of the Dean.

(4) The percentage for years of service at starting the job shall be recognized only if the nature of the previous job is covered by the requirements for the position.

(5) Acquisition of a higher educational qualification is not a ground for increase of the salary, if it does not correspond to the requirements of the job description.

(6) The employment contract and the additional agreement to it shall be concluded in accordance with the legal requirements, the present Rules and the specific conditions for performance of the work.

CHAPTER XI. ATTESTATION OF ACADEMIC STAFF

Art. 70. The academic staff shall be subject to regular attestation. The aim is:

- (1) To ascertain the state and stimulate the enhancement of the quality of the teaching and research work of the academic staff at the Faculty of Veterinary Medicine.
- (2) To meet the requirements of Art. 6, para 4 of the Higher Education Act as an element of the system for evaluation and maintenance of the quality of education and the academic staff.
- (3) To evaluate the contribution of each member of the Academic staff in the teaching, research, administrative, etc. Work at the Faculty of Veterinary Medicine.
- (4) To improve the criteria and to stimulate the enhancement of the qualification and the scientific and creative development of lecturers.
- (5) To survey the opinion of students on the quality of education, as well as the opinion of users on the abilities and skills of freshly graduated specialists with higher education.

Art. 71. Attestation of the Academic staff of the Faculty of Veterinary Medicine shall be done by conditions and rules stipulated in “Internal rules for attestation of the member of the academic and teaching staff at Trakia University – Stara Zagora”.

CHAPTER XII. ATTESTATION OF ADMINISTRATIVE AND TECHNICAL STAFF

Art. 72. Administrative and technical staff are also subject to regular attestation.

Art. 73. In attestation the professional competence and qualification shall be taken into account as a set of knowledge and skills, necessary for quality performance of the obligations; the time worked on this position; the level of responsibility and service, teamwork and customer service, digital skills, etc.

Art. 74. It shall be carried out in accordance with the procedure laid down in the relevant “Rules for attestation of administrative and technical staff”.

CHAPTER XIII. FACULTY ACADEMIC AND HONOURARY SYMBOLS, OFFICIAL HOLIDAYS AND RITUALS:

Art. 75. The Faculty symbols are:

Flag of the Faculty of Veterinary Medicine - a rectangular sky blue flag, trimmed on three sides (two long and one short) with white silk fringes. On one side of the flag is embroidered the year of founding of the Faculty, and on the other, against the background of three ribbons, symbolizing with their colors the national flag - the emblem of the Faculty.

Emblem of the Faculty of Veterinary Medicine - stylistically combined Latin letters expressing the Latin name of the specialty, below them against the background an open book as a symbol of knowledge, above the letters - a cup and a snake as a symbol of the ability to

provide medical care. Placed as a logo around it is placed the inscription “Faculty of Veterinary Medicine” in Bulgarian or in English.

Dean’s academic togan, black toga with grey cuffs and broad grey decorated stripes in front, trimmed with blue edging. Combines with a black-grey-white stylized hooded scarf and a necklace.

Academic toga of the Deputy Deans – it is black in colour with grey cuffs and double grey stripes in front, trimmed with blue edging. Combines with a black-gray-white hooded scarf.

Dean’s necklace depicts the emblem of the Faculty of Veterinary Medicine and symbolizes the dignity of the dean's institution. It can be worn both with the academic toga and on its own.

Art. 76. Honorary symbols of the Faculty are:

Commemorative sign of the Faculty of Veterinary Medicine - a colorless glass vertical plate in the form of a flame, stepped on a blue, glass base, placed on a black pedestal in the shape of an irregular hexagon. On the vertical plate in blue **colour is depicted the logo of the Faculty of Veterinary Medicine.**

Golden Diploma - awarded to veterinarians for contributions to the development of veterinary medical education, science and professional practice and on the occasion of 50 years since graduation of the Faculty of Veterinary Medicine.

Honorary diploma ”Honorary title magister-doctor veterinary medicine of FVM, Trakia University, Bulgaria) - for Bulgarian and foreign citizens with special contributions to the development of the faculty and strengthening its reputation (granted by resolution of the Faculty Board).

Art. 77. Official holidays of the Faculty are:

- 11 May – birth date of the Faculty as of 11 May 1923;
- 14 December – day of the veterinary medical specialist;

Art. 78. Ritual holidays of the Faculty of Veterinary Medicine are:

1. The first day of studies for the newly admitted class of students.
2. The promotion of the class that completes the studies in the academic year.

INTERIM AND CONCLUDING PROVISIONS

§1. These rules have been developed on the basis of the Higher Education Act (SG, No. 112 dated 27 Dec 1995 and the subsequent amendments and supplements), the Law on Development of the Academic Staff in the Republic of Bulgaria and the Rules concerning its implementation, the Rules of Trakia University and other internal regulations resulting from it.

§2. These Rules were **adopted by the General Assembly of the Faculty of Veterinary Medicine on 01 July 2021** and enter into force on the date of their adoption by the General Assembly of the Faculty of Veterinary Medicine, repealing the current rules of the Faculty of Veterinary Medicine.

§3. The rights and obligations of the habilitated and non-habilitated lecturers, employees and support staff of the Faculty, research, experimental and consulting activities, cooperation with external and foreign bodies and organizations of the Faculty, not mentioned herein, shall be carried out in accordance with the Rules concerning structure, work and management of Trakia University and the state regulatory base.

§4. Changes in the Rules are made in the order of their approval. The received proposals for changes from the departmental teams are submitted for consideration by the Dean's leaders and the committees on activities at the Faculty of Veterinary Medicine. In case of a positive opinion, they are proposed for adoption by the Faculty Board.

§5. All issues related to the activity of the Faculty of Veterinary Medicine, which are not considered in these Rules, in the Rules concerning structure, work and management of Trakia University and other rules of the University and the Faculty are decided by the Faculty Board of the Faculty of Veterinary Medicine.

§6. The Faculty of Veterinary Medicine is ready when introduced by the Trade Union of Veterinarians a system for earning credits for professional development, to develop, accredit and conduct training according to curricula in various areas of veterinary medicine, in accordance with EU Directive 55/2013 and EU standards and dossiers of the Committee for continuing veterinary training in Europe from 2016.