

## Methodology of preparation of the internal analysis and Action Plan

- Working group has met and discussed during 4 working sessions on July 13, October 5, October 23, November 24, 2011 and has performed the internal analysis of the 40 C&C principles in 4 areas:
- Ethical and professional aspects
- Recruitment
- Working conditions & social security
- Training

Composition of internal analysis team: Prof. Pavel Pavlov (Vice Rector on R&D), Prof. Magdalena Ivanova (Researcher and HR Logo Contact Person), Assoc. Prof. Plamen Pavlov (Expert on R&D and Secretary on University Quality), Assoc. Prof. Rositsa Petkova-Slipets (Researcher and Scientific Secretary of the Faculty of Architecture), Ralitsa Zhekova PhD (Researcher and Project Management Secretary), Borislava Hristova (Head of Human Resources Department), Romyana Zhekova (Chief Accountant).

Internal analysis and Action Plan were discussed and adopted on Research and Scientific Council Meeting on Dec.7, 2011 and on Academic Council Meeting on Dec. 22, 2011.

### **Internal analysis of VFU incorporating the principles laid down in the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers**

#### **I. Ethical and professional aspects**

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<b>1. Research freedom</b>			
Researchers should focus their research for the good of mankind and for expanding the frontiers of scientific knowledge, while enjoying the freedom of thought and expression, and the freedom to identify methods by which problems are solved, according to recognised ethical principles and practices. Researchers should, however, recognise the limitations to this freedom that could arise as a result of particular research circumstances (including supervision/guidance/management) or operational constraints, e.g. for budgetary or infrastructural reasons or, especially in the industrial sector, for reasons of intellectual property protection. Such limitations should not, however, contravene recognised ethical principles and practices, to which researchers have to adhere.			
<b>Relevant legislation (permitting or impeding the implementation of this principle)</b>	<b>Existing Institutional rules and/or practices</b>	<b>Actions required</b>	<b>When/Who</b>
<b><i>Bulgarian Law for Higher Education,</i></b>	Researchers, PhD-students and postdoctoral fellows, who are doing	-Update VFU's research priorities taking into account	Yearly, starting in

<p>27.12.1995-art.55</p> <p><b>Bulgarian Law for Academic Staff Development</b>, 21.05.2010 – art.6 (3), art. 12 (3), art. 27, art. 29</p> <p><b>Rules for Implementation of the Law for Academic Staff Development</b>, 24.09.2010</p> <p><b>Bulgarian Law for Fostering of the Scientific Research</b>,17.10.2003 - art.7, art.23</p> <p><b>VFU’s legal framework:</b></p> <p><b>Ordinance #2</b> for Organization and Management of Scientific Research and PhDs –art.5, 6,8</p> <p><b>Ordinance #3</b> for Academic Staff – art.23 (2)</p> <p><b>Administrative Instruction #6</b> for acquiring of scientific and education degree “Doctor”, scientific degree “Doctor of Science” and for filling the academic positions, 2.03.2011, art.26 (4)</p> <p><b>Rules of Procedure of Varna Free University</b> – art. 19 (1), 19 (6), art.53 (3), 53 (5), 69</p>	<p>their research at VFU, have the freedom to choose their research topics and select members of the research team.</p> <p>VFU encourages and supports all scientific developments which are carried out according the international (particularly the Charter for and the Strategic Priorities for Scientific Research), national and internal institutional documents.</p> <p>The principal areas of VFU research are subject also to the <i>National Strategy for Development of Scientific Research</i> as well as to the <i>European Strategy for smart, sustainable and inclusive growth</i>.</p> <p>All researchers carry out their activities in the context of the thus laid down priorities and research missions defined on a statutory basis.</p> <p>Particular vigilance is exercised with respect to the themes covered, notably via the assessment system that is applied at three levels: university level, faculty level and department level.</p> <p>Recruitment and activities are supervised, but VFU also expects that the candidates it selects will display their creativity, in terms of both the methodologies and resources they employ.</p> <p>Research activities must not undermine the University prestige as well.</p>	<p>national, European and international research priorities.</p> <p>-Organise seminars and workshops for researchers on European good practices and research achievements.</p> <p>-Provide opportunities for conducting high level research through participation in international organisations and projects.</p>	<p>2012 /</p> <p>Scientific Secretaries, Experts in Research, International Projects Office</p>
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## 2. Ethical principles

Researchers should adhere to the recognised ethical practices and fundamental ethical principles appropriate to their discipline(s) as well as to ethical standards as documented in the different national, sectoral or institutional Codes of Ethics.			
Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p><b>Higher Education Law</b>, 27.12.1995 - art.56(2)  <b>Bulgarian Law for Academic Staff Development</b>, 21.05.2010 – art.35 (1)  <b>Law for Fostering of Scientific Research</b>, 17.10.2003 - art.3  <b>Law for Protection Against Discrimination</b> – art.4</p> <p><b>VFU's legal framework:</b>  <b>Administrative Instruction #6</b> for acquiring of scientific and education degree “Doctor”, scientific degree “Doctor of Science” and for filling the academic positions, 2.03.2011, art.27 (7)  <b>Rules of Procedure of Varna Free University</b> –art.51 (8)</p>	<p>There are no specific written rules in the university's documents concerning ethical principles. However this does not mean that ethical norms are not abided by. The intellectual property is guaranteed by applying of the Intellectual Property Rights Law. The researchers that work at VFU, observe informed-consent rules, confidentiality and privacy.</p>	<p>- Analysis of the legislation in Bulgaria and other countries relevant to the work ethics and Code of Ethics in Research</p>	<p>By the end of March 2012/  Human Resources Department, Faculty of Law</p>
		<p>- Set up an Ethical Code and an Advisory Committee for Ethics in Research, which mission should be to give advices upon these issues, to raise awareness and, if it is necessary, to issue alerts.</p>	<p>Until the end of June 2012/  Human Resources Department, Scientific Secretaries</p>
		<p>- Organise seminars for researchers to popularize the Ethical Code.</p>	<p>Yearly, starting in July 2012 /  University Committee for Ethics in Research</p>

<b>3. Professional responsibility</b>			
Researchers should make every effort to ensure that their research is relevant to society and does not duplicate research previously carried out elsewhere. They must avoid plagiarism of any kind and abide by the principle of intellectual property and joint data ownership in the case of research carried out in collaboration with a supervisor(s) and/or other researchers. The need to validate new observations by showing that experiments are reproducible should not be interpreted as plagiarism, provided that the data to be confirmed are explicitly quoted. Researchers should ensure, if any aspect of their work is delegated, that the person to whom it is delegated has the competence to carry it out.			
Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p><b>Bulgarian Law for Higher Education</b>, 27.12.1995 – art. 56 (2), 58(1)4</p>	<p>VFU researchers must fulfil the research missions defined in the</p>	<p>-Monitoring on VFU research topics for their accordance to</p>	<p>Yearly, starting from 2012 /</p>

<p><b>Bulgarian Law for Academic Staff Development</b>, 21.05.2010 – art.35 (1)</p> <p><b>Intellectual Property Rights Law</b>, 01.08.1993 - joint authorship art.8, Authorship over bibliographies, data bases – art. 11, Right for publishing in periodicals – art. 59</p> <p><b>VFU’s legal framework:</b></p> <p><b>Administrative Instruction #6</b> for acquiring of scientific and education degree “Doctor”, scientific degree “Doctor of Science” and for filling the academic positions, 2.03.2011, art.27 (7), §10</p> <p><b>Rules of Procedure of Varna Free University</b> – art.51 (8)</p>	<p>Strategic Priorities of the university and any research must be carried out for and with society.</p> <p>With respect to property, the principles laid down by the regulations regarding rights and obligations apply to all researchers:</p> <p>The principle of the Intellectual Property Rights Law, applied by VFU researchers, grants total freedom of publication and ownership of their literary works.</p>	<p>universities missions and priorities.</p> <p>-Monitoring on research done at VFU about observance of ethical norms and stimulating the loyal researchers.</p> <p>-Monitoring on research projects implementation and publication activities to avoid potential conflicts.</p> <p>-Control the plagiarism done by Advisory Committee for Ethics in Research.</p>	<p>University Committee for Ethics in Research, Scientific Secretaries</p>
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<p><b>4. Professional attitude</b></p> <p>Researchers should be familiar with the strategic goals governing their research environment and funding mechanisms, and should seek all necessary approvals before starting their research or accessing the resources provided. They should inform their employers, funders or supervisor when their research project is delayed, redefined or completed, or give notice if it is to be terminated earlier or suspended for whatever reason.</p>			
Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p><b>Bulgarian Law for Higher Education</b>, 27.12.1995 – art. 56(1) (3), 65 (1)</p> <p><b>VFU’s legal framework:</b></p> <p><b>Ordinance #2</b> for Organization and Management of Scientific Research</p> <p><b>Ordinance #3</b> for Academic Staff</p> <p><b>Administrative Instruction #6</b> for acquiring of scientific and education degree “Doctor”, scientific degree “Doctor of Science” and for</p>	<p>In Ordinance#2 and Ordinance#3 are described all rights and obligations for researchers.</p> <p>In accordance with that and as continuation from the previous principle 3:</p> <p>- researchers are obliged to report on their activities to their superiors;</p> <p>- Doctoral candidates and postdoctoral fellows, recruited by VFU, must comply with internal</p>	<p>Following of the established in VFU procedures and relations in research;</p> <p>Inform permanently all researchers about the university legal framework in force.</p>	<p>Permanent during the year/ Scientific Secretaries, Supervisors</p>

filling the academic positions <b>Rules of Procedure of Varna Free University</b> – art.36 (2)7, 51 - 1,3,	regulations (supervision by the head of department, scientific secretary of the faculty). - Structured relationships, including regular meetings, are being developed between doctoral candidates and their supervisors.		
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## 5. Contractual and legal obligations

Researchers at all levels must be familiar with the national, sectoral or institutional regulations governing training and/or working conditions. This includes Intellectual Property Rights regulations, and the requirements and conditions of any sponsor or funders, independently of the nature of their contract. Researchers should adhere to such regulations by delivering the required results (e.g. thesis, publications, patents, reports, new products development, etc) as set out in the terms and conditions of the contract or equivalent document.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<b>Bulgarian Law for Higher Education</b> , 27.12.1995 <b>Bulgarian Law for Academic Staff Development</b> , 21.05.2010 <b>Rules of Procedure to the Law for the Academic Staff</b> , 10.09.2010 <b>Intellectual Property Rights Law</b> , 01.08.1993 <b>Bulgarian Law for Health and Safe Working Conditions</b> , 23.12.1997  <b>VFU legal framework:</b> <b>Ordinance #2</b> for Organization and Management of Scientific Research <b>Ordinance #3</b> for Academic Staff <b>Ordinance#10</b> for internal order and security at Varna Free University <b>Rules of Procedure of Varna Free University</b>	VFU is committed to ensuring widespread communication on its policies with respect to training, health and safety and prevention. This communication policy is illustrated by all the institutional documents that refer to it (cf. texts referred to in the left-hand column) which are distributed to all members of staff. This wide circulation is backed up by items on VFU's intranet. The same concerns the policy on intellectual property rights. In addition, and in accordance with the regulations, researchers are assessed on a yearly basis by Department and Faculty Committees with respect to all their research results. VFU Ordinance for Doctoral Students specifies that doctoral candidates are required to comply with current	-Training on these issues (minimum information on intellectual property rights, ethical principles, etc.) for researchers and heads of departments should become obligatory. -Monitoring on the implementation of the annual reports of researchers by the departments.	Yearly, starting in July 2012/ Human Resources Department, Scientific Secretaries

	<p>internal regulations.</p> <p>They are also required to submit regular yearly reports on the progress of their work to their supervisors and the respective department.</p>		
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## 6. Accountability

Researchers need to be aware that they are accountable towards their employers, funders or other related public or private bodies as well as, on more ethical grounds, towards society as a whole. In particular, researchers funded by public funds are also accountable for the efficient use of taxpayers' money. Consequently, they should adhere to the principles of sound, transparent and efficient financial management and cooperate with any authorised audits of their research, whether undertaken by their employers/funders or by ethics committees.

Methods of collection and analysis, the outputs and, where applicable, details of the data should be open to internal and external scrutiny, whenever necessary and as requested by the appropriate authorities.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p><b>Higher Education Law</b>, 27.12.1995 - Art.21 (7,8), 26 (12), 30 (11), 35b(3), 90 (5)</p> <p><b>Rules of Procedure to the Law for the Academic Staff</b>, 10.09.2010 - art. 22 (1)</p> <p><b>Bulgarian Law for Fostering of the Scientific Research</b>, 17.10.2003 - art. 4 (2), art. 5, art. 6 (1)</p> <p><b>VFU legal framework:</b></p> <p><b>Ordinance #2</b> for Organization and Management of Scientific Research</p> <p><b>Administrative Instruction #6</b> for acquiring of scientific and education degree "Doctor", scientific degree "Doctor of Science" and for filling the academic positions</p> <p><b>Ordinance#5</b> for Financial Management</p> <p><b>Rules of Procedure of Varna Free</b></p>	<p>All expenditure, of whatever type, is verified by chartered accountants who are criminally responsible for their control activities.</p> <p>As a public establishment, the financial accounts of VFU are the subject of regular verifications by governmental authorities, and particularly by National Revenue Agency. In addition, VFU is a subject of regular controls and audits by different agencies while international projects are undertaken by researchers at the university.</p> <p>To this should be added the assessments performed by the Economic Council at university level, which includes an examination of the consistency between strategic policies and the resources (notably</p>	<p>- strengthening the policy for financial, ethical and professional accountability while fulfilling of the research projects and tasks.</p>	<p>Permanent during the year/ Vice-Rector for Research</p>

<b>University</b>	financial) necessary to implement them. In addition, the funding of research is conditional upon responding to calls for proposals, where the financial arrangements are laid down in detail.		
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## 7. Good practice in research

Researchers should at all times adopt safe working practices, in line with national legislation, including taking the necessary precautions for health and safety and for recovery from information technology disasters, e.g. by preparing proper back-up strategies. They should also be familiar with the current national legal requirements regarding data protection and confidentiality protection requirements, and undertake the necessary steps to fulfil them at all times.

<b>Relevant legislation (permitting or impeding the implementation of this principle)</b>	<b>Existing Institutional rules and/or practices</b>	<b>Actions required</b>	<b>When/Who</b>
<p><b>Law for Health and Safety Conditions of Labour</b>, 23.12.1997</p> <p><b>Law for Protection of the Personal Data</b>, 4.01.2002</p> <p><b>VFU's legal framework:</b></p> <p><b>Ordinance#10</b> for internal order and security at Varna Free University, 24.01.2008</p> <p><b>Administrative Instruction#3</b> for application of the Law for Protection of the Personal Data, 21.03.2008</p>	<p>At VFU the norm is to offer a satisfactory working environment that includes the implementation of policies on risk prevention with respect to persons, goods and the environment, to ensure administrative support for any unit, to set up training networks and to provide researchers with the equipment and informatics networks they require.</p> <p>Every year there is a training covering issues of safety and health in each and every department at VFU.</p>	<p>-Regular update the working practices according to national legislation.</p> <p>-Control on the working environment and taking precautions for health and safety.</p> <p>-Training to make acquainted with data protection and confidentiality protection requirements.</p>	<p>Yearly, starting in August 2012/ Human Resources Department</p>

## 8. Dissemination, exploitation of results

All researchers should ensure, in compliance with their contractual arrangements, that the results of their research are disseminated and exploited, e.g. communicated, transferred into other research settings or, if appropriate, commercialised. Senior researchers, in particular, are expected to take a lead in ensuring that research is fruitful and that results 14 are either exploited commercially or made accessible to the public

(or both) whenever the opportunity arises.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p>Law for Fostering of Scientific Research, 17.10.2003- art.4 (1)            Law on Access to Public Information, 7.07.2000</p> <p><b>VFU's legal framework:</b>  <b>Ordinance #2</b> for Organization and Management of Scientific Research - art.7 (2), 9(4)  <b>Administrative Instruction #6</b> for acquiring of scientific and education degree "Doctor", scientific degree "Doctor of Science" and for filling the academic positions, 2.03.2011, art.26  <b>Ordinance#6</b> for the Organization and Activities of the Technological Institute – art.12j, art.35(5)</p>	<p>Under the law for Fostering of Scientific research in Bulgaria, the dissemination of scientific knowledge and the exploitation of research results form part of the inherent missions of VFU.            VFU gives many and various opportunities for dissemination of scientific results as publication in the university referred <b>e-Journal</b> and publishing of scientific almanacs in each professional field.            Researchers participate in all communication activities: fairs, conferences, plain air exhibitions, workshops.            The University Media Centre and University Printing house provide support for researchers in accomplishing their missions.            In terms of assessment, the production of results, of any type, is one of the criteria taken into account.</p>	<p>- Keep up the established processes and initiatives allowing regular dissemination of scientific information through the available for researchers' mechanisms and tools.</p>	<p>Permanent during the year/            Technological Institute, Media Centre, Printing-house, Departments</p>

## 9. Public engagement

Researchers should ensure that their research activities are made known to society at large in such a way that they can be understood by non-specialists, thereby improving the public's understanding of science. Direct engagement with the public will help researchers to better understand public interest in priorities for science and technology and also the public's concerns.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p><b>Law for Fostering of Scientific Research</b>, 17.10.2003- art.4 (1)  <b>Law on Access to Public Information</b>,</p>	<p>Researchers are encouraged and supported by VFU to participate in different media performances (TV</p>	<p>- Relate project topics and research subjects with business sector and interests of the local</p>	<p>Permanent during the year/            Branch trusteeships,</p>



<p>7.07.2000</p> <p><b>VFU's legal framework:</b>  <b>Ordinance #2</b> for Organization and Management of Scientific Research and PhDs -art.7 (2), 9(4)  <b>Administrative Instruction #6</b> for acquiring of scientific and education degree "Doctor", scientific degree "Doctor of Science" and for filling the academic positions, 2.03.2011, art.26  <b>Ordinance#6</b> for the Organization and Procedure of the Technological Institute – art.12j, art.35(5)</p>	<p>programs, newspapers, scientific and professional magazines ect.), competitions, exhibitions ect., where they could express their view-points, results, expectations to non-specialists public.  VFU Branch Trusteeships are the first level of such kind of public engagement.</p>	<p>communities;  - Involve researchers in cooperation with business, local and state authorities.</p>	<p>Departments</p>
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<p><b>10. Non discrimination</b></p> <p>Employers and/or funders of researchers will not discriminate against researchers in any way on the basis of gender, age, ethnic, national or social origin, religion or belief, sexual orientation, language, disability, political opinion, social or economic condition.</p>			
<b>Relevant legislation (permitting or impeding the implementation of this principle)</b>	<b>Existing Institutional rules and/or practices</b>	<b>Actions required</b>	<b>When/ Who</b>
<p><b>Law on Protection Against Discrimination</b>, 30.09.3003  <b>Law on Access to Public Information</b>, 7.07.2000  <b>Higher Education Law</b>, 27.12.1995 – Art. 4, 70 (2)  <b>Law for Integration of Disabled People</b>, 01.01.2005  <b>Labour Code</b>, 01.01.1987- art. 8 (3)  <b>Law for Fostering the Employment</b> – art.2</p> <p><b>VFU's legal framework:</b>  <b>Articles on non discrimination missing.</b></p>	<p>Recruitments and criteria, applied for the VFU's staff selection, definitely do not suggest discrimination based on gender, age, nationality and ethnic origin although it is not written in internal rules.  <b>Policy in favour of persons with disabilities</b>  The recruitment profiles of staff with disabilities are subject to the same arbitration methods as recruitment by competitive examination so as to maintain the same level of rigour with respect to scientific quality.</p>	<p>- Update the VFU's legal framework to reflect the non-discrimination legislation.</p>	<p>By the end of May 2012/  Human Resources Department</p>

## 11. Evaluation/ appraisal systems

Employers and/or funders should introduce for all researchers, including senior researchers, evaluation/appraisal systems for assessing their professional performance on a regular basis and in a transparent manner by an independent (and, in the case of senior researchers, preferably international) committee.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/ Who
<p><i>Higher Education Law</i>, 27.12.1995, Art.57  <i>Law for the Academic Staff</i>, 21.05.2010  <i>Rules of Procedure to the Law for the Academic Staff</i>, 10.09.2010</p> <p><b>VFU's legal framework:</b>  <b>Ordinance #2</b> for Organization and Management of Scientific Research  <b>Ordinance#3</b> for Academic Staff  <b>Administrative Instruction#5</b> for Assessment of the performance of the academic staff at Varna Free University, February 2010  <b>Administrative Instruction #6</b> for acquiring of scientific and education degree "Doctor", scientific degree "Doctor of Science" and for filling the academic positions, 2.03.2011  <b>Rules of Procedure of Varna Free University</b></p>	<p>VFU implements an evaluation/appraisal system of individual assessment based on Administrative Instruction #5.</p> <p>According to it every researcher is assessed on yearly basis by a Departmental Assessment Committee and later on Faculty Assessment Committee.</p> <p>The assessment system for evaluation of research activity contains particular criteria's and indicators, which make it impartial, fair and just.</p>	<p>- Control on the information about research activities;  - Ensure transparency of the assessment results aiming at increase/improvement of quality of research.</p>	<p>Yearly, starting in June 2012/  Departmental Assessment Committee</p>

## II. Recruitment

### 12. Recruitment

Employers and/or funders should ensure that the entry and admission standards for researchers, particularly at the beginning at their careers, are

clearly specified and should also facilitate access for disadvantaged groups or for researchers returning to a research career, including teachers (of any level) returning to a research career. Employers and/or funders of researchers should adhere to the principles set out in the Code of Conduct for the Recruitment of Researchers when appointing or recruiting researchers.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p><b>Labour Code</b> - 01.01.1987</p> <p><b>Law for the Academic Staff Development</b>, 21.05.2010 –Chapter 1, Chapter 3</p> <p><b>Rules of Procedure to the Law for the Academic Staff Development</b>, 10.09.2010-Chapter 3</p> <p><b>VFU’s legal framework:</b></p> <p>Ordinance#3 for Academic Staff- Chapter 2</p> <p><b>Administrative Instruction#5</b> for Assessment of the performance of the academic staff at Varna Free University, February 2010</p> <p><b>Rules of Procedure of Varna Free University</b> – Chapter 4</p>	<p>The standards for the entry and admission of researchers, notably at an early stage in their career, are clearly specified at VFU.</p> <p>The current regulations specify the methods and criteria for recruitment through external competitive examination.</p> <p>The VFU Rules of Procedure stipulates that the selection of doctoral candidates and postdoctoral fellows must comply with the principles of the transparency and equality of treatment of candidates.</p> <p>The Selection Committees implements its work independently, visibly and impartially while assessing the candidate’s research potential, his/her creativity and his/her degree of scientific independence.</p>	<ul style="list-style-type: none"> <li>- Introduction of a policy of international openness: increase number of foreign researchers recruited.</li> <li>- Strengthening the policy regarding openness of the recruitment of international researchers.</li> <li>- Strengthening the communication policy regarding the recruitment of international researchers via web site.</li> </ul>	<p>Permanent starting from 2012/ Vice-Rector for Research, Human Resources Department</p>

**13. Recruitment (Code)**

Employers and/or funders should establish recruitment procedures which are open<sup>14</sup>, efficient, transparent, supportive and internationally comparable, as well as tailored to the type of positions advertised. Advertisements should give a broad description of knowledge and competencies required, and should not be so specialised as to discourage suitable applicants. Employers should include a description of the working conditions and entitlements, including career development prospects. Moreover, the time allowed between the advertisement of the vacancy or the call for applications and the deadline for reply should be realistic.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
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<p><b>Labour Code</b> - 01.01.1987- Art. 328 ( 1)</p> <p><b>Law for the Academic Staff Development</b>, 21.05.2010 –Chapter 1, Chapter 3</p> <p><b>Rules of Procedure to the Law for the Academic Staff Development</b>, 10.09.2010-Chapter 3</p> <p><b>Ordinance#1</b> for Conditions of Inclusion of Scientific and Research Organizations in the National List of Scientific and Research Organizations That Can Accept Foreign Researchers – 27.02.2008</p> <p><b>VFU’s legal framework:</b></p> <p>Ordinance #2 for Organization and Management of Scientific Research and PhDs - Chapter 2, Art.20</p> <p><b>Rules of Procedure of Varna Free University</b> – Chapter 4</p>	<p>In application of regulatory provisions, the recruitment of academic staff at VFU is assured in accordance with the principles laid down above.</p> <p>- No nationality conditions constitute a barrier to recruitment, because the regulations provide for the access to competitive examinations for people from European Union countries or other states adhering to the agreement on the European Economic Area, and from people from countries outside the European Union.</p> <p>- No age conditions are applied during the recruitment process.</p> <p>- Qualifications conditions: a certain level of qualifications is required for access to each type of staff.</p> <p>The transparency of recruitment procedures is attested by application of the regulations laying down the obligations of employers, notably in terms of the methods used to organise these procedures.</p> <p>In addition, VFU implements major communication campaigns, including particularly the widespread advertising of employment opportunities in the written press at both the national and regional levels.</p> <p>In addition, all aspects of competitive entry examinations are described in detail in the guides for candidates that are accessible on the dedicated website.</p> <p>The time that separates advertising of an employment opportunity and the deadline for a response is <b>at least</b> two months.</p>	<p>- Widening opportunities for publishing advertisements in Internet not only on the university web-site, but also on the global web-based resources as the pan-European Researchers Mobility Portal, EURAXESS etc.</p> <p>- Post on VFU’s web-site useful links to another Bulgarian or foreign universities, institutes or research organizations in order to improve opportunities for work abroad.</p> <p>- Preparation of supervisors for foreign PhD-students and postdoctoral fellows and development of action plan for attracting foreign researchers</p>	<p>Permanent starting from 2012/ Human Resources Department, Departments, Technological Institute</p>
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#### 14. Selection (Code)

Selection committees should bring together diverse expertise and competences and should have an adequate gender balance and, where appropriate and feasible, include members from different sectors (public and private) and disciplines, including from other countries and with relevant experience to assess the candidate. Whenever possible, a wide range of selection practices should be used, such as external expert assessment and face-to-face interviews. Members of selection panels should be adequately trained should be realistic.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p><b>Law for the Academic Staff Development</b>, 21.05.2010 – art. 4, 9, 13, 20, 25</p> <p><b>Rules of Procedure to the Law for the Academic Staff Development</b>, 10.09.2010- art.1,31, 40, 49</p> <p><b>VFU's legal framework:</b> Ordinance #2 for Organization and Management of Scientific Research and PhDs Ordinance#3 for Academic Staff – art.15 (3)</p>	<p>The composition of panels for competitive examinations, as implemented at VFU, complies with statutory rulings, notably in terms of gender balance and the proportion of members who are internal and external to the VFU. Panel composition is the subject of a document posted at the site where examinations take place and on the dedicated website.</p> <p>Doctoral candidates are the subject of selection, often carried out under the responsibility of department.</p>	<p>- Definition of selection criteria rendering in particular practical experience, creativity and scientific interests of candidates.</p> <p>Participation of wide-ranging specialists from different sectors as members of the Selection Committees;</p>	<p>Starting 2012, Continuously/ Human Resources Department, Departments, Scientific Secretaries</p>

#### 15. Transparency (Code)

Candidates should be informed, prior to the selection, about the recruitment process and the selection criteria, the number of available positions and the career development prospects. They should also be informed after the selection process about the strengths and weaknesses of their applications.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
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<p><b>Law for the Academic Staff Development</b>, 21.05.2010 – art.24,27, 29b, <b>Rules of Procedure to the Law for the Academic Staff Development</b>, 10.09.2010- art. 46, 57a, 60, 61</p> <p><b>VFU's legal framework:</b> Ordinance #2 for Organization and Management of Scientific Research and PhDs Ordinance#3 for Academic Staff – art.15 (3)</p>	<p>VFU widely circulates employment opportunities, as well as information on the methods used to organise and implement competitive examinations, particularly on the corporate website.</p> <p>All practices are clearly explained in VFU legal framework and are used by the Selection Committee members.</p> <p>Feedback on selection from the Selection Committee - statements and references are published on the web site of the VFU.</p>	-	-
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<p><b>16. Judging merit (Code)</b></p> <p>The selection process should take into consideration the whole range of experience<sup>15</sup> of the candidates. While focusing on their overall potential as researchers, their creativity and level of independence should also be considered. This means that merit should be judged qualitatively as well as quantitatively, focusing on outstanding results within a diversified career path and not only on the number of publications. Consequently, the importance of bibliometric indices should be properly balanced within a wider range of evaluation criteria, such as teaching, supervision, teamwork, knowledge transfer, management of research and innovation and public awareness activities. For candidates from an industrial background, particular attention should be paid to any contributions to patents, development or inventions.</p>			
Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/ Who
<p><b>Higher Education Law</b> – art.53 <b>Law for the Academic Staff Development</b>, 21.05.2010 – art. 24 (1)-2g, 27 (4)-2,3,29 (1)2v, 29b (2,3,) <b>Rules of Procedure to the Law for the Academic Staff Development</b>, 10.09.2010- art.60 (1)-1</p> <p><b>VFU's legal framework:</b> Ordinance#3 for Academic Staff – art.19 (1)</p>	<p>The selection procedures are clearly described in VFU internal documents, which are prepared on the base of national legislation.</p> <p>Recruitment is based on a multi-criterion process included achievements during candidates' career besides required qualifications.</p> <p>Bibliometric indices are not the only selection criteria taken into account.</p>	<p>- Definition of wide-ranging criteria in selection procedures reflecting quantitatively and qualitatively candidates' potential.</p> <p>- Putting on appropriate weight of face-to-face interviews with candidates, where they will have the possibility to claim competences they have and results they have achieved, the equivalence of which will be assessed by the competent Selection Committee.</p>	<p>By the end of 2012/ Human Resources Department, Departments</p>

### 17. Variations in the chronological order of CVs (Code)

Career breaks or variations in the chronological order of CVs should not be penalised, but regarded as an evolution of a career, and consequently, as a potentially valuable contribution to the professional development of researchers towards a multidimensional career track. Candidates should therefore be allowed to submit evidence-based CVs, reflecting a representative array of achievements and qualifications appropriate to the post for which application is being made.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p><b>Law for the Academic Staff Development</b>, 21.05.2010 – art. 27 (4),29, 29b</p> <p><b>Rules of Procedure to the Law for the Academic Staff Development</b>, 10.09.2010- art.46 (1),53 (1), 57 (2), 60 (1,2), 61 (2)</p> <p><b>VFU's legal framework:</b> Ordinance#3 for Academic Staff – art. 18, 19</p>	<p>In the context of recruiting scientists applications can be made not only by candidates who hold the required qualifications or can justify scientific results deemed to be equivalent to them, but also those who have made a notable contribution to research.</p>	-	-

### 18. Recognition of mobility experience (Code)

Any mobility experience, e.g. a stay in another country/region or in another research setting (public or private) or a change from one discipline or sector to another, whether as part of the initial research training or at a later stage of the research career, or virtual mobility experience, should be considered as a valuable contribution to the professional development of a researcher.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p><b>Law for the Academic Staff Development</b>, 21.05.2010 – art. 24 (1-1b),29 (2a), 29b (2-2a)</p> <p><b>Rules of Procedure to the Law for the Academic Staff Development</b>, 10.09.2010- art.46 (1),53 (1-1b), 57 (2), 60 (1-2a), 61 (2-2a)</p> <p><b>VFU's legal framework:</b></p>	<p>The administrative instruction on Assessment of Academic Staff provides clear rules with respect to mobility: value is placed on geographical mobility when researchers are passing through a yearly assessment.</p> <p>But it is not taken into account at</p>	<p>- Change in the existing legal framework to include mobility as indicator for recruitment.</p> <p>- Promotion of mobility as a part of researchers career and emphasize its importance and advancement at recruitment.</p>	<p>Till the end of 2012/ Human Resources Department, Scientific Secretaries</p>

Administrative Instruction #5 for Assessment of Academic Staff – line 2.13	recruitment. Mobility between disciplines or sectors is only deemed positive if the success of this change can be testified by publications.		
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**19. Recognition of qualifications (Code)**

Employers and/or funders should provide for appropriate assessment and evaluation of the academic and professional qualifications, including non-formal qualifications, of all researchers, in particular within the context of international and professional mobility. They should inform themselves and gain a full understanding of rules, procedures and standards governing the recognition of such qualifications and, consequently, explore existing national law, conventions and specific rules on the recognition of these qualifications through all available channels.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p><b>Higher Education Law</b> – art.53</p> <p><b>Law for the Academic Staff Development</b>, 21.05.2010 – art. 24 (1)-2g, 27, 29, 29b</p> <p><b>Rules of Procedure to the Law for the Academic Staff Development</b>, 10.09.2010-art.60</p> <p><b>VFU’s legal framework:</b></p> <p>Ordinance#3 for Academic Staff – art.19 (1)</p> <p><b>Administrative Instruction#5</b> for Assessment of the performance of the academic staff at Varna Free University, February 2010</p>	<p>Candidates who do not hold the qualifications required to present themselves for competitive examination can, depending on the case, claim merit from foreign qualifications, posts held or scientific results, the equivalence of which will be assessed by the Scientific Committee.</p> <p>Regulatory provisions allow for openness regarding the recognition of different qualifications.</p>	<p>Working out systematic criteria for recognition of previous academic and/or professional qualifications</p>	<p>by the end of 2012/ Vice-Rector for Research, Human Resources Department</p>

**20. Seniority (Code)**

The levels of qualifications required should be in line with the needs of the position and not be set as a barrier to entry. Recognition and evaluation of qualifications should focus on judging the achievements of the person rather than his/her circumstances or the reputation of the institution where the qualifications were gained. As professional qualifications may be gained at an early stage of a long career, the pattern of lifelong professional



development should also be recognised.			
Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p><b>Higher Education Law</b> – art.53</p> <p><b>Law for the Academic Staff Development</b>, 21.05.2010 – art. 24 (1)-2g, 27 (4)-2,3,29 (1)2v, 29b (2,3,)</p> <p><b>Rules of Procedure to the Law for the Academic Staff Development</b>, 10.09.2010- art.60 (1)-1</p> <p><b>VFU’s legal framework:</b> Ordinance#3 for Academic Staff – art.19 (1)</p>	<p>As mentioned in the guides for candidates, it is their responsibility to demonstrate the alignment of their conceptual and methodological areas of competence with the research theme of the position proposed. For more experienced researchers, account is taken not only of their past achievements but also of their scientific projects, which must be consistent with the position on offer and the strategic orientations of VFU.</p> <p><b>Lifelong professional development</b> In order to encourage lifelong professional development, VFU benefits from an institutional policy on continuing training. The priorities are defined for four years and broken down on a yearly basis. The actions implemented target both individuals and research teams. Access to training is open to all staff and encouraged at all levels.</p>	-	-

## 21. Postdoctoral appointments (Code)

Clear rules and explicit guidelines for the recruitment and appointment of postdoctoral researchers, including the maximum duration and the objectives of such appointments, should be established by the institutions appointing postdoctoral researchers. Such guidelines should take into account time spent in prior postdoctoral appointments at other institutions and take into consideration that the postdoctoral status should be transitional, with the primary purpose of providing additional professional development opportunities for a research career in the context of long-term career prospects.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p><i>Law for the Academic Staff Development</i>, 21.05.2010 – art. 4, 9, 13, 20, 25</p> <p><i>Rules of Procedure to the Law for the Academic Staff Development</i>, 10.09.2010- art.1,31, 40, 49</p> <p><b>VFU’s legal framework:</b> Ordinance #2 for Organization and Management of Scientific Research and PhDs Ordinance#3 for Academic Staff – art.15 (3)</p>	<p><b>Recruitment of full-tenure staff</b> The recruitment of junior scientists is open to candidates holding a doctorate; VFU’s policies aim to recruit full-tenure scientists at the beginning of their careers, a reasonable period after they have obtained their doctorate.</p> <p><b>Recruitment of non-full-tenure staff</b> Researchers on contract are recruited with a view to preparing their doctoral thesis on an VFU’s theme for an initial period of three years. Postdoctoral fellows on contract are also welcomed at VFU in the context of a coherent scientific and professional development project. They benefit from a fixed-term contract, the duration and salary of which may vary depending on the level of performance..</p>	-	-

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### III. Working conditions and social security

<p><b>22. Recognition of the profession</b> All researchers engaged in a research career should be recognized as professionals and be treated accordingly. This should commence at the beginning of their careers, namely at postgraduate level, and should include all levels, regardless of their classification at national level (e.g. employee, postgraduate student, doctoral candidate, postdoctoral fellow, civil servants).</p>			
Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who

<p><i>Higher Education Law</i>, 27.12.1995 – Chapter 6, art.55 (3), Chapter 9, art.70</p> <p><i>Law for the Academic Staff Development</i>, 21.05.2010 – Chapter 2 Granting PhDs and Chapter 3 Conditions for Granting Academic Positions</p> <p><i>Labour Code</i>, 01.01.1987- Chapter 12 Salary Payment</p> <p><i>Rules of Procedure to the Law for the Academic Staff Development</i>, 10.09.2010 - Chapter 2 Granting PhDs, Chapter 3 Granting of Academic Positions</p> <p><b>VFU’s legal framework:</b></p> <p><i>Administrative Instruction#6</i> for acquiring of scientific and education degree “Doctor”, scientific degree “Doctor of Science” and for filling the academic positions - Chapter 2 and Chapter 3</p> <p><i>Internal Rules of VFU for Salary Payment</i></p> <p><i>Collective Labour Contract</i> – part 3 Employment and part 4 Work conditions</p>	<p>To reconstitute their careers, professional experience acquired by junior researchers and senior researchers prior to their recruitment is included according to statutorily determined rules.</p> <p>All contracted staff who are recruited benefit from a work contract and social protection. They receive remuneration that corresponds to their level of qualifications.</p> <p>In accordance with the regulations, all researchers recruited by VFU, including most of the doctoral candidates, are either full-tenure staff or staff paid on contract who also benefit from social security coverage. This status thus endows them automatically with professional recognition.</p>	<p>-Observation of the established system of quantitative and qualitative regulatory requirements at VFU, concerning the recognition of the professional skills, by the Selection Committees while selecting and recruiting researchers;</p>	<p>Permanent/ Human Resources Department</p>
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**23. Research environment** Employers and/or funders of researchers should ensure that the most stimulating research or research training environment is created which offers appropriate equipment, facilities and opportunities, including for remote collaboration over research networks, and that the national or sectoral regulations concerning health and safety in research are observed. Funders should ensure that adequate resources are provided in support of the agreed work programme.

<b>Relevant legislation (permitting or impeding the implementation of this principle)</b>	<b>Existing Institutional rules and/or practices</b>	<b>Actions required</b>	<b>When/Who</b>
<p><i>Labour Code</i>, 01.01.1987 – Chapter 13. Health and Safety Conditions of Labour</p> <p><i>Bulgarian Law for Health and Safe Working Conditions</i>, 23.12.1997</p> <p><i>Law for Fostering the Research</i>, 22.10.2010</p> <p><b>VFU legal framework:</b></p> <p><i>Ordinance#10</i> for internal order and security at Varna Free University, 24.01.2008</p>	<p><b>Policy regarding health, safety and the environment</b></p> <p>VFU has set up specific operating procedures and structures in order to ensure the safety of persons, goods and the environment.</p> <p>The standard applied at VFU is to offer a suitable working environment that includes the implementation of risk prevention policies with respect to</p>	<ul style="list-style-type: none"> <li>- Improvement of the university experimental research base;</li> <li>- Establishment of research collaboration network on national and international level, including remote one;</li> <li>- Effective functioning of the System of competitive project financing.</li> </ul>	<p>Starting in 2012 and continuously/ Vice-Rector for Research, Deans, Heads of Departments, Scientific Secretaries</p>

<p><i>Collective Labour Contract</i> – part 4 Work conditions</p> <p><i>Ordinance #2</i> for Organization and Management of Scientific Research</p>	<p>persons, goods and the environment, to provide administrative support for any unit, to set up training networks and ensure the availability to researchers of equipment and computer networks.</p> <p>Some important areas of prevention policy include: the welcome and training of new arrivals; the availability of appropriate equipment and buildings; risk assessment and the implementation of corresponding action plans; medical monitoring for all full time staff; provisions for the follow-up of accidents at work (analysis and implementation of corrective measures, emergency plans).</p> <p><b>Scientific tools available to researchers:</b> electronic platforms, scientific databases, library, laboratories, contracts with users (consumers) of scientific and practice knowledge.</p> <p><b>Policy in favour of persons with disabilities:</b> adaptation of premises was implemented by VFU.</p>		
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**24. Working conditions** Employers and/or funders should ensure that the working conditions for researchers, including for disabled researchers, provide where appropriate the flexibility deemed essential for successful research performance in accordance with existing national legislation and with national or sectoral collective-bargaining agreements. They should aim to provide working conditions which allow both women and men researchers to combine family and work, children and career. Particular attention should be paid, *inter alia*, to flexible working hours, part-time working, tele-working and sabbatical leave, as well as to the necessary financial and administrative provisions governing such arrangements.

<b>Relevant legislation (permitting or impeding the implementation of this principle)</b>	<b>Existing Institutional rules and/or practices</b>	<b>Actions required</b>	<b>When/Who</b>
<p><i>Labour Code</i>, 01.01.1987- Chapter 7 Working time and holidays</p> <p><i>Higher Education Law</i>, 27.12.1995 – art.55</p> <p><i>Law for the Academic Staff Development</i>, 21.05.2010 – art.24, 29</p> <p><i>Rules of Procedure to the Law for the Academic Staff Development</i>, 10.09.2010 - art.46, 55, 60</p>	<p><b>Working time</b></p> <p>The arrangements for the adaptation of working time implemented at present (flexible hours, 4 possible methods to organise the reference number of hours per year) allow a certain flexibility regarding individual organisation. In addition, requests for part-time working</p>	<p>- Implementation of the established systems of flexible working time and assessment of research activity at VFU;</p>	<p>Permanent/ Human Resources Department</p>

<p><b>VFU legal framework:</b>  <i>Ordinance#3</i> for Academic Staff  <i>Administrative Instruction#5</i> for Assessment of the performance of the academic staff at Varna Free University, February 2010  <i>Rules of Procedure</i> of Varna Free University  <i>Collective Labour Contract</i></p>	<p>are generally agreed.</p>		
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**25. Stability and permanence of employment** Employers and/or funders should ensure that the performance of researchers is not undermined by instability of employment contracts, and should therefore commit themselves as far as possible to improving the stability of employment conditions for researchers, thus implementing and abiding by the principles and terms laid down in the *EU Directive on Fixed-Term Work*.

<b>Relevant legislation (permitting or impeding the implementation of this principle)</b>	<b>Existing Institutional rules and/or practices</b>	<b>Actions required</b>	<b>When/Who</b>
<p><i>Higher Education Law</i>, 27.12.1995 – art.54  <i>Law for the Academic Staff Development</i>, 21.05.2010 – art.17  <i>Labour Code</i>, 01.01.1987  <i>Rules of Procedure to the Law for the Academic Staff Development</i>, 10.09.2010- art.44</p> <p><b>VFU legal framework:</b>  <i>Ordinance#3</i> for Academic Staff  <i>Administrative Instruction#5</i> for Assessment of the performance of the academic staff at Varna Free University, February 2010  <i>Administrative Instruction#6</i> for acquiring of scientific and education degree “Doctor”, scientific degree “Doctor of Science” and for filling the academic positions  <i>Rules of Procedure of Varna Free University</i>  <i>Collective Labour Contract</i></p>	<p>Most researchers holding PhDs are employed on permanent contract as stated in the laws.  At VFU the researchers not having PhDs are employed for the period of two years.</p>	<p>- Informing fixed-term researchers about implementation and abiding the social security principles for the period of their employment.</p>	<p>Permanent/  Human Resources  Department</p>

**26. Funding and salaries** Employers and/or funders of researchers should ensure that researchers enjoy fair and attractive conditions of funding and/or salaries with adequate and equitable social security provisions (including sickness and parental benefits, pension rights and unemployment benefits) in

accordance with existing national legislation and with national or sectoral collective bargaining agreements. This must include researchers at all career stages including early-stage researchers, commensurate with their legal status, performance and level of qualifications and/or responsibilities.			
Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p><i>Labour Code</i>, 01.01.1987 – art. 107</p> <p><i>Law for Fostering the Research</i>, 22.10.2010 – art.4</p> <p><i>Law for Crediting of Students and PhD-Students</i>, 1.01.2010</p> <p><b>VFU legal framework:</b></p> <p><i>Administrative Instruction#5</i> for Assessment of the performance of the academic staff at Varna Free University, February 2010</p> <p><i>Internal Rules of VFU for Salary Payment</i></p>	<p><b>Remuneration</b></p> <p>All researchers, whether full-tenure or on contract, receive remuneration and benefit from social security coverage and pension rights.</p> <p><b>Bonuses</b></p> <p>VFU is maintaining a system based on the Administrative instruction for the assessment of performance on annual basis and applies increases in the salary based on academic and organizational excellence.</p> <p><b>Funds</b></p> <p>There is an operative university system for information about topical national and EU funding programmes for researchers.</p>	<ul style="list-style-type: none"> <li>-Information campaigns for funding opportunities for researchers;</li> <li>-Stimulation of researchers for participation in national and EU projects;</li> <li>- Establishment of university research fund for supporting the researchers projects.</li> </ul>	<p>Start in 2012 and permanent/ Vice-rector for Research, International Projects Office Deans Scientific Secretaries PhD Supervisors</p>

**27. Gender balance** Employers and/or funders should aim for a representative gender balance at all levels of staff, including at supervisory and managerial level. This should be achieved on the basis of an equal opportunity policy at recruitment and at the subsequent career stages without, however, taking precedence over quality and competence criteria. To ensure equal treatment, selection and evaluation committees should have an adequate gender balance.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p><i>Law on Protection Against Discrimination</i>, 30.09.3003</p> <p><i>Higher Education Law</i>, 27.12.1995 – Art. 4, 70 (2)</p> <p><i>Labour Code</i>, 01.01.1987- art. 8 (3)</p> <p><i>Law for Fostering the Employment</i> – art.2</p> <p><b>VFU’s legal framework:</b></p> <p><b>Articles on gender equality missing.</b></p>	<p><b>Policy regarding equality</b></p> <p>The profession of researcher at VFU is gradually becoming more feminised. VFU strives the increase female representation in Scientific Councils and a gender balance in its scientific and administrative bodies.</p> <p>Observation of an imbalance that has resulted from a combination of complex factors, notably in terms of career management.</p>	<ul style="list-style-type: none"> <li>- Analysis of the existing state of gender balance at all researchers university staff;</li> <li>- Implementation of a monitoring system in this area;</li> <li>- Promotion of a policy of equal opportunities at recruitment and working condition for female and male researchers to achieve better gender balance.</li> </ul>	<p>Until May 2012 and after that continuously/ Human Resources Department</p>

**28. Career development** Employers and/or funders of researchers should draw up, preferably within the framework of their human resources management, a specific career development strategy for researchers at all stages of their career, regardless of their contractual situation, including for researchers on fixed-term contracts. It should include the availability of mentors involved in providing support and guidance for the personal and professional development of researchers, thus motivating them and contributing to reducing any insecurity in their professional future. All researchers should be made familiar with such provisions and arrangements.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p><i>Higher Education Law</i>, 27.12.1995 – art.26 (8)</p> <p><i>Law for the Academic Staff Development</i>, 21.05.2010</p> <p><i>Rules of Procedure to the Law for the Academic Staff Development</i>, 10.09.2010</p> <p><b>VFU legal framework:</b></p> <p><i>Ordinance #2</i> for Organization and Management of Scientific Research</p> <p><i>Ordinance#3</i> for Academic Staff</p> <p><i>Administrative Instruction#5</i> for Assessment of the performance of the academic staff at Varna Free University, February 2010</p> <p><i>Rules of Procedure of Varna Free University</i></p>	<p>System to monitor PhD researchers on yearly basis.</p> <p>Harmonization of assessment methods and remuneration.</p>	<p>- Preparation of strategy for career development of researchers in accordance to VFU’s scientific and research priorities</p>	<p>Till September 2012/ Deans Scientific Secretaries</p>

**29. Value of mobility** Employers and/or funders must recognize the value of geographical, intersectorial, inter- and trans-disciplinary and virtual mobility as well as mobility between the public and private sector as an important means of enhancing scientific knowledge and professional development at any stage of a researcher’s career. Consequently, they should build such options into the specific career development strategy and fully value and acknowledge any mobility experience within their career progression/appraisal system. This also requires that the necessary administrative instruments be put in place to allow the portability of both grants and social security provisions, in accordance with national legislation.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p><i>Law for the Academic Staff Development</i>, 21.05.2010 – art. 24 (1-1b),29 (2a), 29b (2-2a)</p> <p><i>Rules of Procedure to the Law for the Academic Staff Development</i>, 10.09.2010- art.46 (1),53 (1-1b), 57 (2), 60 (1-2a), 61 (2-2a)</p> <p><b>VFU’s legal framework:</b></p>	<p>Mobility is strongly encouraged at VFU in the context of human resources policy.</p> <p>Existing provisions encourage mobility at the beginning of a career, but thereafter it is not truly valued in terms of career.</p>	<p>-to take better account of mobility in terms of career and appraisal, and particularly inter-sectoral mobility (between the public and private sector) and interdisciplinary mobility;</p> <p>-Stimulation of researchers for participation in national and</p>	<p>Start in 2012 and permanent/ Vice-rector for Research, International Projects Office Scientific Secretaries</p>

<i>Administrative Instruction#5</i> for Assessment of the performance of the academic staff at Varna Free University – Application 2, line 2.13		international mobility; - Provision of conditions for mobility of foreign researchers in VFU.	
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**30. Access to career advice** Employers and/or funders should ensure that career advice and job placement assistance, either in the institutions concerned, or through collaboration with other structures, is offered to researchers at all stages of their careers, regardless of their contractual situation.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<i>Law for Fostering of Scientific Research</i> , 17.10.2003 <i>Rules of Procedure to the Law for the Academic Staff Development</i> , 10.09.2010- art.15, 18	An expert responsible for Academic Staff Development is working under Human Resources Department in order to support implementation of career plans of researchers. Also International Projects Office was set in 2004 to offer opportunities for individual support to developing projects and possibilities for mobility, etc.	- Extending the functions of the university Career Center in direction to work with PhD-students and researchers;	Start in 2012 and permanent/ Career Center

**31. Intellectual Property Rights** Employers and/or funders should ensure that researchers at all career stages reap the benefits of the exploitation (if any) of their R&D results through legal protection and, in particular, through appropriate protection of Intellectual Property Rights, including copyrights. Policies and practices should specify what rights belong to researchers and/or, where applicable, to their employers or other parties, including external commercial or industrial organisations, as possibly provided for under specific collaboration agreements or other types of agreement.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<i>Bulgarian Law for Higher Education</i> , 27.12.1995 – art. 56 (2), 58(1)4 <i>Intellectual Property Rights Law</i> , 01.08.1993 - joint authorship art.8, Authorship over bibliographies, data bases – art. 11, Right for publishing in periodicals – art. 59  VFU’s legal framework: <i>Ordinance#6</i> for Organization and Work of Technological Institute <i>Concept for Development of Publishing</i>	<b>Literary and artistic property</b> In principle, the Intellectual Property Rights, applied by VFU, grants researchers full freedom to publish and appropriate their literary works.  In principle under the intellectual property law the employer is the owner of the results of the inventions of its employees.	- Development of a monitoring system in the field of intellectual property rights and co-authorship.	Till September 2012/ Faculty of Law Technological Institute

**32. Co-authorship** Co-authorship should be viewed positively by institutions when evaluating staff, as evidence of a constructive approach to the conduct of research. Employers and/or funders should therefore develop strategies, practices and procedures to provide researchers, including those at the beginning of



their research careers, with the necessary framework conditions so that they can enjoy the right to be recognised and listed and/or quoted, in the context of their actual contributions, as co-authors of papers, patents, etc, or to publish their own research results independently from their supervisor(s).			
Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p><i>Bulgarian Law for Higher Education</i>, 27.12.1995 – art. 56 (2), 58(1)4</p> <p><i>Intellectual Property Rights Law</i>, 01.08.1993 - joint authorship art.8, Authorship over bibliographies, data bases – art. 11, Right for publishing in periodicals – art. 59</p> <p><b>VFU’s legal framework:</b></p> <p><i>Ordinance#6</i> for Organization and Work of Technological Institute</p> <p><i>Concept for Development of Publishing</i></p>	<p>As indicated in 31 Intellectual Property Rights, VFU pays particular attention in the contracts it signs with third parties in either the public or private sector to ensuring preservation of the publishing freedom of researchers and their citation as authors or co-authors. This principle is the subject of a clause inserted in the great majority of contracts.</p> <p>Practices that take account of collaborations in the context of the appraisal and recruitment of researchers comply with the principles laid down.</p>	<p>- Development of a monitoring system in the field of intellectual property rights and co-authorship.</p>	<p>Till September 2012/ Faculty of Law Technological Institute</p>

**33. Teaching** Teaching is an essential means for the structuring and dissemination of knowledge and should therefore be considered a valuable option within the researchers’ career paths. However, teaching responsibilities should not be excessive and should not prevent researchers, particularly at the beginning of their careers, from carrying out their research activities. Employers and/or funders should ensure that teaching duties are adequately remunerated and taken into account in the evaluation/appraisal systems, and that time devoted by senior members of staff to the training of early stage researchers should be counted as part of their teaching commitment. Suitable training should be provided for teaching and coaching activities as part of the professional development of researchers.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
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<p><i>Higher Education Law</i>, 27.12.1995 –chapter 6. Academic staff of higher education institutions  <i>Law for the Academic Staff Development</i>, 21.05.2010  <i>Rules of Procedure to the Law for the Academic Staff Development</i>, 10.09.2010</p> <p><b>VFU legal framework:</b>  <i>Ordinance#3</i> for Academic Staff  <i>Administrative Instruction#5</i> for Assessment of the performance of the academic staff at Varna Free University, February 2010  <i>Administrative Instruction#6</i> for acquiring of scientific and education degree “Doctor”, scientific degree “Doctor of Science” and for filling the academic positions  <i>Rules of Procedure of Varna Free University</i></p>	<p>Teaching activities are the main activity of the researchers at VFU.  PhD students are also obliged to teach 30 hours per year.</p>	<p>- Observation of teaching activities in order not to disturb the research career;</p>	<p>Permanent/  Front Office, sector  Planning  Head of departments</p>
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**34. Complain/ appeals** Employers and/or funders of researchers should establish, in compliance with national rules and regulations, appropriate procedures, possibly in the form of an impartial (ombudsman-type) person to deal with complaints/appeals of researchers, including those concerning conflicts between supervisor(s) and early-stage researchers. Such procedures should provide all research staff with confidential and informal assistance in resolving work-related conflicts, disputes and grievances, with the aim of promoting fair and equitable treatment within the institution and improving the overall quality of the working environment.

<b>Relevant legislation (permitting or impeding the implementation of this principle)</b>	<b>Existing Institutional rules and/or practices</b>	<b>Actions required</b>	<b>When/Who</b>
<p><i>Law on Protection Against Discrimination</i>, 30.09.3003  <i>Law on Access to Public Information</i>, 7.07.2000  <i>Higher Education Law</i>, 27.12.1995  <i>Labour Code</i>, 01.01.1987</p> <p><b>VFU legal framework:</b>  <i>Ordinance#3</i> for Academic Staff  <i>Administrative Instruction#6</i> for acquiring of scientific and education degree “Doctor”, scientific degree “Doctor of Science” and for filling the academic positions  <i>Rules of Procedure of Varna Free University</i>  <i>Collective Labour Contract</i></p>	<p>Participation of researchers in all deliberative bodies existing within VFU. Commission for the Development of the Academic Staff focuses on issues of an individual nature. At the request of the researcher concerned, they can be asked to review decisions refusing part-time work, disputes of an individual nature relative to the conditions concerning part-time work, etc. They can also be asked to review any issues of a personal nature concerning staff.  Appeals provisions governed by the regulations.</p>	<p>- Analysis of the type of complaints/appeals until the present days and establish a system to prevent such conflicts through the creation of workshops for the exchange of best practices;</p>	<p>By end of 2012/  Human resources  department</p>

**35. Participation in decision-making bodies** Employers and/or funders of researchers should recognize it as wholly legitimate, and indeed desirable, that researchers be represented in the relevant information, consultation and decision-making bodies of the institutions for which they work, so as to protect and promote their individual and collective interests as professionals and to actively contribute to the workings of the institution.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p><i>Higher Education Law</i>, 27.12.1995 –chapter 4. Academic Autonomy and chapter 6. Academic staff of higher education institutions</p> <p><i>Law for the Academic Staff Development</i>, 21.05.2010</p> <p><i>Rules of Procedure to the Law for the Academic Staff Development</i>, 10.09.2010</p> <p><b>VFU legal framework:</b>  <i>Ordinance#3</i> for Academic Staff  <i>Administrative Instruction#5</i> for Assessment of the performance of the academic staff at Varna Free University, February 2010  <i>Rules of Procedure of Varna Free University</i> – chapter 3 Management, chapter 4 on academic staff</p>	<p>Researchers participate personally or via their representatives in all information, consultation and decision making bodies at VFU.</p> <p>The regulations and practices are compliant with the principles laid down.</p>	-	-

#### IV. Training

**36. Relation with supervisors** Researchers in their training phase should establish a structured and regular relationship with their supervisor(s) and faculty/departmental representative(s) so as to take full advantage of their relationship with them. This includes keeping records of all work progress and research findings, obtaining feedback by means of reports and seminars, applying such feedback and working in accordance with agreed schedules, milestones, deliverables and/or research outputs.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
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<p><i>Higher Education Law</i>, 27.12.1995 –art.45 (3), art.57 (2),  <i>Law for the Academic Staff Development</i>, 21.05.2010 – Art. 27 (4) – 1v, 29b (2)-1v  <i>Rules of Procedure to the Law for the Academic Staff Development</i>, 10.09.2010 – art.14 (1)-3,15,18 (1), 57a (2)-2g, 61 (2)-1v</p> <p><b>VFU legal framework:</b>  <b>Ordinance#3</b> for Academic Staff  <b>Administrative Instruction#6</b> for acquiring of scientific and education degree “Doctor”, scientific degree “Doctor of Science” and for filling the academic positions – chapter 2  <b>Rules of Procedure of Varna Free University</b></p>	<p>The supervision of doctoral candidates is one of the criteria taken into account in the context of appointments or promotion to the grade of professor.</p> <p>Structured and regular relationships must develop between doctoral candidates and their thesis supervisors so that the doctoral candidate will take full advantage of this relationship.</p> <p>Postdoctoral fellows are required to make regular reports on the progress of their work to the scientific secretary of the faculty.</p>	<p>- Observation of the performance of obligations of PhD-supervisors;  - Training of researchers in contemporary teaching methods</p>	<p>Start in 2012 and permanent/  Scientific Secretaries  PhD Supervisors</p>
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**37. Supervision and managerial duties** Senior researchers should devote particular attention to their multi-faceted role as supervisors, mentors, career advisors, leaders, project coordinators, managers or science communicators. They should perform these tasks to the highest professional standards. With regard to their role as supervisors or mentors of researchers, senior researchers should build up a constructive and positive relationship with the early-stage researchers, in order to set the conditions for efficient transfer of knowledge and for the further successful development of the researchers' careers.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p><i>Higher Education Law</i>, 27.12.1995 –art.45 (3), art.57 (2),  <i>Law for the Academic Staff Development</i>, 21.05.2010 – Art. 27 (4) – 1v, 29b (2)-1v  <i>Rules of Procedure to the Law for the Academic Staff Development</i>, 10.09.2010 – art.14 (1)-3,15,18 (1), 57a (2)-2g, 61 (2)-1v</p> <p><b>VFU legal framework:</b>  <b>Administrative Instruction#5</b> for Assessment of the performance of the academic staff at Varna Free University, February 2010  <b>Administrative Instruction#6</b> for acquiring of scientific and education degree “Doctor”, scientific degree “Doctor of Science” and for filling the academic positions – chapter 2  <b>Rules of Procedure of Varna Free University</b></p>	<p>The supervision of doctoral candidates is one of the criteria taken into account in the context of appointments or promotion to the grade of professor.</p> <p>Structured and regular relationships must develop between doctoral candidates and their thesis supervisors so that the doctoral candidate will take full advantage of this relationship.</p> <p>Postdoctoral fellows are required to make regular reports on the progress of their work to the scientific secretary of the faculty.</p>	<p>- Improvement of the quality of supervision, especially of young researchers;  - Observation of performance of obligations of PhD-supervisors;  - Training researchers in contemporary teaching methods.</p>	<p>Start in 2012 and permanent/  Vice-rector for Research,  Scientific Secretaries  PhD Supervisors</p>

**38. Continuing Professional Development** Researchers at all career stages should seek to continually improve themselves by regularly updating and expanding their skills and competencies. This may be achieved by a variety of means including, but not restricted to, formal training, workshops, conferences and e-learning.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p><i>Law for the Academic Staff Development</i>, 21.05.2010 –29b (2,3)</p> <p><i>Rules of Procedure to the Law for the Academic Staff Development</i>, 10.09.2010 – art.14 (1), 22, 46 (1), 57a(2), 61 (2)</p> <p><b>VFU legal framework:</b>  <i>Ordinance#3</i> for Academic Staff  <i>Administrative Instruction#5</i> for Assessment of the performance of the academic staff at Varna Free University, February 2010  <i>Administrative Instruction#6</i> for acquiring of scientific and education degree “Doctor”, scientific degree “Doctor of Science” and for filling the academic positions  <i>Rules of Procedure of Varna Free University</i></p>	<p>VFU makes every effort to ensure that not only researchers but also doctoral candidates and postdoctoral fellows develop their knowledge throughout their careers. Researchers are encouraged to participate in workshops and scientific conferences in their respective disciplines.</p>	<p>- Development of a strategy for career development of researchers in accordance with VFU’s scientific and research priorities.</p> <p>- Stimulation of doctoral candidates to participate in conferences, workshops, training courses etc. with the main aim to improve their skills and to prepare them for professional life.</p>	<p>By September 2012/ Deans Scientific Secretaries Career Center</p>

**39. Access to research training and continuous development** Employers and/or funders should ensure that all researchers at any stage of their career, regardless of their contractual situation, are given the opportunity for professional development and for improving their employability through access to measures for the continuing development of skills and competencies. Such measures should be regularly assessed for their accessibility, take up and effectiveness in improving competencies, skills and employability.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p><i>Law for the Academic Staff Development</i>, 21.05.2010 –29b (2,3)</p> <p><i>Rules of Procedure to the Law for the Academic Staff Development</i>, 10.09.2010 – art.14 (1), 22, 46 (1), 57a(2), 61 (2)</p> <p><b>VFU legal framework:</b>  <i>Ordinance#3</i> for Academic Staff  <i>Administrative Instruction#5</i> for Assessment of the performance of the academic staff at Varna Free</p>	<p>Personalised support for the development of career plans is available. Access to training is possible for all members of staff.</p> <p>Access to training is open and researchers are encouraged to participate in collective or individual training courses.</p> <p>All PhD students undergo performance assessment every academic year.</p>	<p>- Adequate planning of research activity to increase researchers’ skills and competences for their professional development;</p> <p>- Stimulation of doctoral candidates to participate in conferences, workshops, training courses etc. with the main aim to improve their skills and to prepare them for professional</p>	<p>Start in January 2012 and permanent/ Scientific Secretaries PhD Supervisors Career Center</p>

University, February 2010 <i>Administrative Instruction#6</i> for acquiring of scientific and education degree “Doctor”, scientific degree “Doctor of Science” and for filling the academic positions <i>Rules of Procedure of Varna Free University</i>		life. Monitoring of career development of PhDs after their completed their education;	
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**40. Supervision** Employers and/or funders should ensure that a person is clearly identified to whom early-stage researchers can refer for the performance of their professional duties, and should inform the researchers accordingly. Such arrangements should clearly define that the proposed supervisors are sufficiently expert in supervising research, have the time, knowledge, experience, expertise and commitment to be able to offer the research trainee appropriate support and provide for the necessary progress and review procedures, as well as the necessary feedback mechanisms.

Relevant legislation (permitting or impeding the implementation of this principle)	Existing Institutional rules and/or practices	Actions required	When/Who
<p><i>Higher Education Law</i> 27.12.1995 –art. 57 <i>Law for the Academic Staff Development</i>, 21.05.2010 –art.16 <i>Rules of Procedure to the Law for the Academic Staff Development</i>, 10.09.2010 – art.17, 18</p> <p><b>VFU legal framework:</b> <i>Ordinance#3</i> for Academic Staff <i>Administrative Instruction#5</i> for Assessment of the performance of the academic staff at Varna Free University, February 2010 <i>Administrative Instruction#6</i> for acquiring of scientific and education degree “Doctor”, scientific degree “Doctor of Science” and for filling the academic positions <i>Rules of Procedure of Varna Free University</i></p>	<p>VFU applies same rules for monitoring the newly-recruited full-tenure researchers as for the other researchers. The monitoring and assessment is done every year. This monitoring is based on self assessment form, departmental assessment form and faculty assessment form. PhD thesis supervisors have the necessary competencies to supervise research work. In addition, thesis supervisors must devote a significant part of their time to doctoral candidates: regular, structured relations must enable the doctoral candidate to benefit to a maximum from this transfer of knowledge.</p>	<p>- Improvement of quality of supervision, especially of young researchers; - Observation of performance of obligations of PhD-supervisors; - Application of advanced training methods in doctoral education by supervisors.</p>	<p>Start in 2012 and permanent/ Scientific Secretaries PhD Supervisors</p>