



# SOFIA UNIVERSITY "ST. KLIMENT OCHRIDSKI"

FACULTY OF PHILOSOPHY

## CURRICULUM

Approved: .....  
*Rector of SU "St. Kl. Ohridski"*

Accepted at the Academic Council with protocol  
№ ..... / .....

**Professional field:** 3.3 Political Science (Public Administration)

**PhD Program: Public Administration**

Educational and science degree "DOCTOR"

Form of education: full-time / part-time

Duration of full-time study: 3 years

Duration of part-time study: 4 years

## **I. Annotation of the program**

The duration of the program is 3 years for full-time studies and 4 years for part-time studies. It is intended for candidates who have won the competitions for full-time and part-time studies, announced for the needs of the "Public Administration" Department. The modular principle of developing the program enables doctoral students in other professional fields, studying at the University or outside it, to join it.

The PhD Program in Public Administration is in line with the latest trends in the development of the sciences of public administration and public policies.

The main objectives of the studies for the educational and science degree "Doctor" in the "Public Administration" Department under the "Public Administration" PhD Program are:

- Ensuring continuity of the teaching (academic) staff and development and reproduction of the field of public administration sciences and public policies;
- Providing the opportunity for distinguished students graduating from the educational qualification degree "Master" for independent research and prosperity in the field of research.
- Creation of highly qualified specialists for the needs of public administration.

The tasks of the PhD Program in Public Administration are:

- Providing an academic environment for the scientific growth of masters with proven qualities and interest in scientific research;
- Provision of academic work and research activity with new directions and developments;
- Guaranteeing conditions for inter-institutional and international exchange and mobility of trainees;
- Affirmation of high and shared criteria for scientific achievements and contributions in the field of sciences for public management and public policies

## **A. Structure of the curriculum**

The PhD Program in Public Administration combines a broad knowledge of public administration and public policies with in-depth specialization in a chosen, narrower research field. The main principles of the program are interdisciplinarity, flexibility, and individual approach.

The training is tailored to the needs of doctoral students and is balanced with a view to the development of their research interests and the formation of a wide range of professional skills and competencies.

The doctoral program in Public Administration provides in-depth theoretical knowledge and practical skills that allow independent implementation of theoretical and applied research, development, interpretation, and presentation of results.

The plan is structured to meet educational objectives and to enable students to develop research competencies in contemporary administrative approaches and practices.

## **B. Curriculum format and organization of the learning process**

The curriculum format is modular. There are three modules. The total number of credits for the three years of study is 180 (60 credits per year), collected from the three modules.

Description of modules:

**1. Learning activity that includes:**

- the PhD minimums in the specialty and foreign language required by the Higher Education Act ;
- a permanent PhD seminar of the "Public Administration" Department and
- elective courses: in the scientific direction of the doctorate, courses forming specific research skills and competencies, participation in a summer school..

All courses are one-semester and are credited according to SU requirements.

The specialty provides for the announcement of courses intended only for PhD students, the content of which does not duplicate readings already carried out in the bachelor's or master's degree. Each of the authors of a doctoral course discloses its content, the conditions for participation, as well as the method of completion.

**2. The scientific research activity, which includes:**

- Work on the dissertation. According to a decision of the departmental council, one month before the end of the study period in the second doctoral year, PhD students must submit a minimum of 60 pages of their dissertation work;
- Publications, participation in scientific forums and project activity.

**3. Pedagogical activity** - according to the current university "Regulations on the terms and conditions for acquiring scientific degrees and occupying academic positions at SU "St. Kliment Ohridski" and the opportunity for PhD students, who have successfully passed their specialized doctoral exams, to conduct seminars.

**4. Additional activities** - the work of PhD students in the administrative and organizational activities of the department is credited in accordance with the cited Regulations and the specific workload of the PhD student.

The educational documentation for the training in the educational and science degree "Doctor" is prepared in the department in accordance with the current legal framework governing the training.

The academic supervisors, the head of the department and the department's secretariat monitor compliance with the deadlines and the fulfillment of the obligations of the doctoral students.

The current study documentation consists of:

- Individual study plan of the PhD student for the period of the doctoral studies;
- A standardized form of protocols affecting the passing of the specialized doctoral minimum and examinations laid down in the curriculum;
- Standardized form of the PhD student's annual report.

**II. Realization of graduates**

Successful graduates of the PhD program in Public Administration are prepared for implementation both in the academic and research sphere, as well as in the management of public sector organizations at the European, state and the local levels.

## I. EDUCATIONAL ACTIVITY

*Compulsory minimum credits (ECTS) - depending on the form of study: 60 ECTS (full-time/part-time)*

**DOCTORAL MINIMUM – compulsory 30 ECTS (full-time/part-time)**

Name of the study discipline	Type of doctoral course	Evaluation	ECTS credits	Hours			All compulsory classes	Distribution by years
				lectures	seminar classes	out of auditorium capacity		
<b>Doctoral minimum in the major</b> The exam is held according to the program and outline proposed by the supervisor and approved by the department	compulsory	exam	20	N/a	N/a	600	600	First year
<b>Doctoral minimum in a Western language</b>	compulsory	exam	10	N/a	N/a	300	300	First year

### COMPULSORY-ELECTIVE DOCTORAL COURSES (15 ECTS credits)

<b>Courses forming academic knowledge and competences</b>	compulsory	exam	5	30	n/a	120	150	First year
<b>Doctoral seminar of the department</b>	compulsory	current assessment	10	n/a	90	210	300	First, second and third year

### ELECTIVE DOCTORAL COURSES (15 ECTS credits)

<b>Courses in the scientific field of doctoral studies</b>	elective	exam	5	30	n/a	120	150	First year
<b>Participation in summer school</b>	elective	exam	5	30	n/a	120	150	First, second and third year

<b>Courses, forming specific research skills and competencies</b>	compulsory	exam	5	30	n/a	120	150	First year
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**Note:**

*1. Courses forming academic knowledge and competences are recognized; specific research knowledge and competences, as well as courses in the scientific direction and the thematic orientation of the doctoral studies and organized by:*

*1.1. another faculty of SU*

*1.2. other doctoral schools at the University*

*1.2. other universities with which SU has cooperation agreements, incl. doctoral student mobility, incl. under the Erasmus programme.*

*2. All compulsory subjects are attended during the first, second and third year of the doctoral studies*

*3. Doctoral students choose doctoral courses/doctoral seminar/participation in summer school by taking a minimum of 30 credits.*

*4. Attendance and grades from the compulsory and elective doctoral courses are certified by a protocol issued by the Dean of the FF. The protocol is submitted to the inspector responsible for the doctoral students within 10 working days after passing the exam.*

## **II. SCIENTIFIC RESEARCH ACTIVITY**

*Compulsory minimum ECTS credits - depending on the form of study: 110 (full-time), 120 (part-time)*

### **1. Dissertation work - compulsory 50 ECTS credits for full-time and part-time studies**

<b>Activity name</b>	<b>ECTS credits</b>	<b>Report</b>
<b>Dissertation literature review</b>	15	current
<b>Preparatory and accompanying activities for the dissertation work</b> (collection and processing of empirical materials: field research, archive work, etc.; writing a separate part of the dissertation work (min. 60 pages))	15	current
<b>Internal discussion of the dissertation</b>	20	final year

### **2. Research activity - compulsory according to the form of study: 60 (full-time), 70 (part-time) ECTS credits**

<b>PUBLICATIONS related to the dissertation, participation in scientific forums and project activity</b>	<b>ECTS credits</b>	<b>Report</b>
<b>1. Publications (articles, studies) in Bulgarian publications</b>	5	second and third years
<b>2. Publications (articles, studies) in international publications</b>	10	current
<b>PROJECT ACTIVITY</b>		
<b>1. Participation in a collective research project of the department</b>	5	current
<b>2. Individual research project won after a competition</b>	20	second and third years
<b>PARTICIPATION/REPORTS before scientific forums</b>		

<b>1. Reports of Bulgarian scientific conferences</b>	5 per participation/report	current
<b>2. Reports of international scientific conferences</b>	5 per participation/report	current
<b>3. Other (translations, bibliographies, reviews, awards won, etc.)</b>	5 per participation/report	current

**Note:** When credits are earned from more than one publication or more than one paper participation in a scientific forum, the different publications/papers must present different results of the dissertation work. At least two publications on the dissertation topic are required

### **3. Additional activities - there is no compulsory minimum of credits**

<b>1. Administrative activities (participation in the meetings of the department council, where issues related to the doctoral degree are considered)</b>	up to 1 per academic year	current
<b>2. Assignment of administrative work (participation as a conservator in holding exams and others)</b>	up to 1 per academic year	current
<b>3. Participation in organizing and conducting seminars, meetings, conferences and other initiatives</b>	up to 3 per academic year	current

**Note:** The activities under item 3. Additional activities are set in accordance with Article 52, paragraph 1 of the Regulations on the terms and conditions for acquiring scientific degrees and holding academic positions at SU.

### **III. PEDAGOGICAL ACTIVITY**

*Compulsory 10 ECTS credits only for full-time PhD students*

<b>Activity name</b>	<b>ECTS credits</b>	<b>Distribution by years</b>
<b>Assignment of teaching activity (up to 45 hours per academic year without payment)</b>	up to 5 per academic year	after passing compulsory exams
<b>Preparation of one maser thesis review</b>	2.5	-

**Note 1:** Pedagogical activity is based on Art. 60, para. 2 of the Regulations on the terms and conditions for acquiring scientific degrees and holding academic positions at SU. After passing the individual plan examinations, a full-time doctoral student MAY be assigned a teaching activity, 45 hours per academic year being unpaid, and the remaining 45 to 120 hours per academic year being paid.

**Note 2:** A seminar session with a 30-hour horary, conducted with one group carries 5 credits. If the course includes more hours, more groups, or both, the number of credits is increased proportionally. If there is no organizational possibility for a doctoral student to be assigned to actually conduct seminar classes, at the discretion of the scientific supervisor, he is assigned the development of methodological materials for seminar classes.

The training is in accordance with the Regulations for the terms and conditions for acquiring scientific degrees and occupying academic positions at SU "St. Kliment Ohridski".

The application of the system for the accumulation and transfer of credits in the studies according to the curriculum is in accordance with Ordinance No. 21/2004 on the implementation of the system for the accumulation and transfer of credits in higher schools, as follows: 60 credits per academic year.

The current curriculum provides a mandatory minimum of 210 hours of classroom and 5190 hours of non-classroom workload, which equates to 180 ECTS credits.

On the basis of this study plan, each doctoral student, together with his academic supervisor, prepares an individual study plan for the entire period of study no later than three months after enrollment, in accordance with the Regulations on the terms and conditions for acquiring scientific degrees and holding academic positions in SU. A report on the work carried out on the plan and, if necessary, an update of the individual plan is presented annually, which are discussed and accepted by the Faculty Council and submitted for approval to the Faculty Council.

The curriculum was adopted by decision of the Faculty Council of the Faculty of Philosophy with protocol No. 8/05/09/2017.

DEAN:

Prof. Sonya Karabeliova, DSc