

**REGULATIONS
FOR THE ORGANISATION AND ACTIVITIES OF
THE INSTITUTE FOR SCIENTIFIC RESEARCH IN THE FIELD OF COMPUTER
SCIENCE AT SOFIA UNIVERSITY ST. KLIMENT OHRIDSKI**

Chapter I. General Provisions

Subject matter

Article 1. (1) These Rules shall provide for the structure, management, organisation and activities of the Institute for Scientific Research in the Field of Computer Science (*Computer Science Research Institute*) (“**the Institute**”) set up with Sofia University St. Kliment Ohridski (“**the University**”) by virtue of Decree No. 56 of 18 February 2021 of the Council.

(2) The Institute shall have the status of a basic unit at Sofia University St. Kliment Ohridski within the meaning of Article 25, paragraph 2 and Article 26b, paragraph 1 of the Higher Education Act and shall perform its activities in accordance with these Rules and pursuant to the existing legislation.

Activities of the Institute

Article 2. (1) The Institute shall carry out multi-dimensional research at the highest global level in the area of computer science. The research shall cover the entire spectrum from fundamental to applied research.

(2) The Institute may conduct, on its own or jointly with University departments, training for the educational and qualification degrees “bachelor” and “master” and the educational and scientific degree “doctor” in subjects which correspond to its research profile.

(3) The Institute shall organise conferences, seminars and other scientific forums.

(4) The Institute shall plan and implement national and international research projects independently or jointly with other higher education institutions, research organisations and institutions.

Autonomy

Article 3. The Institute shall enjoy autonomy in its research, training and management activities taking the form of:

1. Financial independence within the Institute budget;
2. Adoption of curricula and annual schedules of classes;
3. Freedom of research and applied research and of the economic use of the research results created by the Institute and items of intellectual property;
4. Awarding scientific degrees and election to academic positions under the terms and procedure laid down in a law and the respective University rules;
5. Cooperation with educational, research and other institutions and organisations in the Republic of Bulgaria and abroad;
6. Organising the use and maintenance of the buildings provided by the University and the State;
7. Administrative services for the research and teaching staff, researchers, students, Ph.D. students and post-graduate students at the Institute.

Chapter II. Management and Structure

Types of bodies

Article 4. (1) The management bodies of the Institute shall be the Supervisory Board, the Chair of the Supervisory Board and the Executive Director.

(2) The International Advisory Board shall be a body of the Institute with advisory functions.

Supervisory Board

Article 5. (1) The Supervisory Board shall consist of three, at the minimum, and seven, at the maximum, members.

(2) The first three members shall be elected by a decision of the University academic council. All following members shall be elected by a majority by a decision of the current Supervisory Board.

(3) The term of office of the members of the Supervisory Board shall be four years. The members of the Supervisory Board may be re-elected to the position of a member of the Supervisory Board but not for more than two consecutive terms.

(4) The members of the Supervisory Board shall receive remuneration for their work in view of the Institute budget, which is determined by the Chair of the Supervisory Board at the proposal of the Executive Director.

(5) The contracts between the members of the Supervisory Board and the University shall be concluded by the Executive Director of the Institute as authorised by the University Rector.

Competence of the Supervisory Board

Article 6. (1) The Supervisory Board shall:

1. Elect future members of the Supervisory Board pursuant to Article 5, paragraph 2;
2. Take decisions to release the members of the Supervisory Board;
3. Elect and release the Chair of the Supervisory Board;
4. Elect and release the Executive Director of the Institute;
5. Elect and release the members of the International Advisory Board of the Institute and determines their remuneration within the budget of the Institute
6. Approve the strategy for the research work of the Institute;
7. Approve the annual Institute budget prepared by the Executive Director;
8. Approve internal regulations of the Institute which, within these Rules and the applicable legislative framework, may detail the duties and functions of the Supervisory Board, the Chair of the Supervisory Board, the Executive Director, the International Advisory Board, the Deputy Directors, the Committee for hiring senior researchers and other auxiliary bodies;
9. adopt internal regulations of the Institute, which within the framework of these regulations and the applicable legislation establish rules for determining the amount of remuneration within the staffing table;
10. Approve reports of the Chair of the Supervisory Board and of the Executive Director.

(2) The Supervisory Board shall also be competent to exercise all powers which are not listed in paragraph 1 but which, pursuant to the applicable legislation of the University rules, may be exercised by the General Assembly of a basic unit of the University (for example the General Assembly of a Department).

Meetings of the Supervisory Board

Article 7. (1) The Supervisory Board shall meet at least twice a year.

(2) The meetings of the Supervisory Board shall be valid if more than half of its members are in attendance. Meetings of the Supervisory Board may also be held via electronic means allowing the members of the Supervisory Board to take part in discussions and decision making by the Supervisory Board remotely.

(3) The decisions of the Supervisory Board shall be taken by an open ballot and a majority of more than half of the members in attendance. Decisions of the Supervisory Board may also be taken *in absentia* if all members have expressed in writing (including electronically) their consent to the decision.

(4) Any decisions to propose to the academic council to amend these Rules shall be taken unanimously.

Chair of the Supervisory Board

Article 8. (1) The Chair of the Supervisory Board shall be elected from among its members for a term of office of four years. The Chair may be re-elected without limitation.

(2) The Chair shall receive remuneration for their work set in view of the Institute budget.

(3) The contract between the Chair and University shall be concluded by the Executive Director of the Institute as authorised by the University Rector.

Powers of the Chair of the Supervisory Board

Article 9. (1) The Chair of the Supervisory Board shall:

1. Represent the Institute before the scientific community;
2. Approve rules for joint activities between the Institute and other University units or third parties;

3. Organise and manage the overall research and scientific activities of the Institute in view of the strategy approved by the Supervisory Board;

4. Take decisions to set up research groups and elect research heads of the research groups of the Institute;

5. Approve the applicants for members of the research, research teaching, administrative (including but not limited to financial and accounting) and technical members of the Institute;

6. Approve the amount of the remuneration of all persons engaged in a non-employment contract, except in cases where the remuneration is determined by other bodies in accordance with these Rules;

7. Approves within the staff list the labour remunerations of the persons employed in the Institute according to the rules of art. 6, para. 1, item 9.

8. Convene and chair the meetings of the Supervisory Board;

9. Prepare and submit to the Supervisory Board a report on the research work of the Institute for the year not later than 31 January of the year following the reporting one.

(2) The Chair of the Supervisory Board shall also be competent to exercise all powers which are not listed in paragraph 1 and are not included in the competence of another body of the Institute and which, pursuant to the applicable legislation and the University rules, are exercised by a head of a basic University unit (for example Department Dean).

(3) The Chair of the Supervisory Board shall be competent to take decisions on all other matters related to the work of the Institute which are not within the competence of another body pursuant to these Rules, other University rules or the applicable legislation.

Executive Director

Article 10. (1) The Executive Director of the Institute shall be elected by the Supervisory Board for a term of office of five years. The Executive Director may be re-elected to the position of Executive Director of the Institute without limitation.

(2) The Executive Director of the Institute shall receive remuneration for their work set upon the proposal of the Chair of the Supervisory Board in view of the Institute budget.

(3) The contract between the Executive Director and the Institute shall be concluded by the University Rector.

Powers of the Executive Director

Article 11. (1) The Executive Director of the Institute shall:

1. Represent the Institute as a basic University unit before third parties as authorised by the University Rector;

2. Organise and manage the overall administrative activities of the Institute;

3. Conclude labour contracts and service agreements, including but not limited to the members of the bodies and research, research teaching, administrative (including but not limited to financial and accounting) and technical members of the Institute as authorised by the University Rector;

4. Prepare and submit to the Supervisory Board an annual report on the use of the Institute budget not later than 30 March of the year following the reporting one.

(2) The internal regulations of the Institute adopted by the Supervisory Board may provide that certain activities within the competence of the Executive Director shall be carried out solely upon coordination with the Chair of the Supervisory Board.

(3) When the performance of certain actions within the competence of the Executive Director necessitates decisions on matters with respect to which these Rules or the internal regulations of the Institute provide for consent or approval of the Chair of the Supervisory Board, the Executive Director shall perform the respective actions after receiving the requisite consent or approval from the Chair of the Supervisory Board.

Deputy Directors

Article 12. (1) The Executive Director of the Institute shall have the right, following approval from the Supervisory Board, to elect Deputy Directors to whom to delegate some of the powers hereunder.

(2) The specific powers and functions of the Deputy Directors may also be set out in the internal regulations of the Institute.

(3) The contracts between the Deputy Directors and the University shall be concluded by the Executive Director of the Institute acting as authorised by the University Rector.

International Advisory Board

Article 13. (1) The International Advisory Board shall consist of two to nine members elected by the Supervisory Board.

(2) The members of the International Advisory Board shall receive remuneration for their work as members of the International Advisory Board in view of the Institute budget, determined by the order of art. 6, para. 1, item 5.

(3) The contracts between the members of the International Advisory Board and the Institute shall be concluded by the Executive Director of the Institute as authorised by the University Rector.

(4) The International Advisory Board shall advise the Chair of the Supervisory Board and the Supervisory Board on the directions of the research work of the Institute.

Composition of the bodies

Article 14. (1) Executive Director, Deputy Directors and members of the Supervisory Board and the International Advisory Board may be elected both persons from the research and research-teaching bodies of the Institute as well as external persons to the Institute or the University.

(2) The term of office of a member of the Supervisory Board and of the Executive Director shall be terminated in advance:

1. Upon their written application sent to the body which elected the respective person;
2. Upon their death;
3. Upon a decision of the body which elected the respective person.

Conflict of interests

Article 15. No member of the Supervisory Board, the International Advisory Board or the auxiliary bodies of the Institute may take part in a vote when the respective body takes decisions on matters of a direct personal interest for the respective member or a person related thereto, including but not limited to matters about the election or release from position at a body of the Institute of the respective member or a person related thereto.

Chapter III. Research body

Research body

Article 16. (1) The research body of the Institute shall consist of persons occupying the position of junior or senior researchers at the Institute. Separate sub-levels of junior, respectively senior researchers may be set up by a decision of the Chair of the Supervisory Board.

(2) Junior researchers shall be hired under definite labour contracts by the Executive Director of the Institute acting as authorised by the University Rector, and upon a proposal of a senior researcher. Junior researchers may be appointed persons who hold at least a bachelor's degree and meet other requirements for the position approved by a decision of the Chair of the Supervisory Board.

(3) Senior researchers shall be appointed by the Executive Director of the Institute acting as authorised by the University Rector at a definite or indefinite labour contract. Senior researchers may be appointed only persons proposed by the Chair of the Supervisory Board who meet the statutory requirements for the activity of mentors of Ph.D. students approved by a decision of the Chair of the Supervisory Board.

(4) Upon a proposal of a senior researcher and in view of the Institute budget, the Executive Director, acting as authorised by the University Rector, may conclude service agreements with assistant researchers who assist the research body of the Institute to implement a specific research project.

Research groups

Article 17. (1) Researchers at the Institute may be united in separate research groups which are created upon a decision of the Chair of the Supervisory Board.

(2) The research groups shall be headed by research managers. The research managers of the research groups shall be senior researchers at the Institute and shall be elected by the Chair of the Supervisory Board.

(3) Within the Institute budget and after coordination with the Chair of the Supervisory Board, the Executive Director shall determine a budget for the support of every research group.

(4) The duties of research managers shall include:

1. Management of the research activity of the researchers in the respective group;

2. Encouragement and organisation of participation of group researchers in scientific conferences;
3. Encouragement and organisation of the activity of researchers to prepare materials to be published in scientific publication;
4. Identification of programs for additional funding for the activity of the research group and organisation of the process of the Institute's applying for the respective funding;
5. Development of training courses for Ph.D. students and students as assigned by the Chair of the Supervisory Board.

Chapter IV. Funding

Budget

Article 18. (1) The Executive Director of the Institute shall develop annually a draft budget of the Institute by coordinating it with the Chair of the Supervisory Board. The draft annual budget shall be adopted by the Supervisory Board of the Institute and approved by the academic council of the University as part of the University budget.

(2) The revenue section of the Institute budget shall include funds from:

1. Targeted transfers from the state budget via the University budget;
2. National, European and international programs and projects;
3. Revenue from own activities, including but not limited to research activities, expert and consulting activities, economic activities related to the implementation of research results created by the Institute and items of intellectual property;
4. Donations, inheritance, wills and sponsorships.

(3) The expenses of the Institute shall be for leases and maintenance of the premises where the Institute performs its work, for remuneration of the research, academic, administrative and technical staff, Ph.D. students, students and other participants in research activities, for the purchase of equipment, furniture, appliances and other materials needed to perform the research and training activities of the Institute, for participation in national and international projects, for payment of due taxes and fees related to the work of the Institute and for other purposes related directly to the work of the Institute.

(4) The Institute budget shall be managed by the Executive Director of the Institute.

(5) The Executive Director of the Institute develops the staffing schedule of the Institute, coordinating it with the Chairman of the Supervisory Board. The draft staffing schedule is approved by the Chairman of the Supervisory Board of the Institute and approved by the Academic Council of the University.

(6) The Executive Director shall submit to the Academic Council an annual report on the results of the activity and an annual report with the financial and natural indicators of the Institute.

Bank accounts

Article 19. (1) The Institute shall have its bank accounts or sections at bank accounts of the University in BGN and in foreign currencies to service its activities.

(2) The University Rector shall ensure that the funds received in the account of the University earmarked for the funding of the activities of the Institute (including but not limited to targeted transfers from the state budget) are transferred to the bank accounts of the Institute, respectively the Institute sections at University banks accounts.

(3) Funds available in the bank accounts of the Institute, respectively in sections for the Institute at University bank accounts, shall be disposed of as per the procedure laid down in the existing legislation and the rules of the University by the Executive Director and the Chief

Accountant of the Institute. Inasmuch as necessary to ensure a possibility for disposals under the previous sentence by the Executive Director and the Chief Accountant of the Institute, the Rector and the Chief Accountant of the University shall issue respective powers of attorney to the benefit of the Executive Director and the Chief Accountant of the Institute.

(4) The University Rector or another person external to the Institute acting on behalf of the University may dispose of the funds available in the bank accounts of the Institute solely following the approval of the Supervisory Board of the Institute.

Chapter V. Miscellaneous

Authorisation

Article 20. With a view to ensuring maximum independence of the Institute within the structure of the University, the University Rector shall provide a power of attorney to the benefit of the Executive Director of the Institute giving them the right to carry out any legal and factual actions on behalf of the Institute as a basic University unit provided that the necessary funds are available in the Institute budget, including but not limited to conclusion of service agreements with third parties; conclusion of labour contracts and service agreements with the members of, including but not limited to, the bodies and the research, research and teaching, administrative and technical staff of the Institute; disposal of the funds from the budget and accounts of the Institute, organisation and assignment of public procurement and conclusion of contracts for performance thereof.

Foundation

Article 21. Upon a proposal of the Supervisory Board of the Institute, the academic council of the University may decide to set up a foundation to perform activities to the public benefit with the purpose of developing and promoting science, engineering and technology in the field of artificial intelligence and computer science and technology in Bulgaria and around the world in cooperation with the Institute, promotion and funding of the research work of the Institute and the implementation of the research results created by the Institute and other items of intellectual property.

Amendments to the Rules

Article 22. Amendments to these Rules may be made by a decision of the University academic council taken upon a proposal of the Supervisory Board of the Institute.

Final Provision

§ 1. (1) These Rules have been adopted pursuant to Article 26b, paragraph 4 of the Higher Education Act at a meeting of the University academic council on 23 February 2022.

(2) The adoption of these Rules shall invalidate the Rules for the Organisation and Activities of the Computer Science Research Institute at Sofia University St. Kliment Ohridski was adopted at a meeting of the University academic council on 14 July 2021.

§ 2. The acts of the bodies of the University and of the Institute, performed on the basis of the repealed regulations, shall remain in force under the conditions of these regulations.