

CRITERIA FOR SELF-ASSESSMENT REPORT IN UNIVERSITIES

IN CONNECTION WITH

ASSESSMENT OF INTERNATIONAL RESEARCH PROFILE OF UNIVERSITIES IN BULGARIA.

The guidelines constitute a framework for conducting self-assessment for subsequent evaluation of institutional research capacity of universities.

The framework provides a specific approach for internal and external review (peer review), taking into account the specification of training and research activities of universities, including short historical development goals and objectives of the training, structure, themes of research, facilities perspectives.

Purpose of the institutional review:

- To receive adequate educational and research profile of universities based on self assessment of the state-of-the-art and development perspectives.
- To differentiate between educational and research-based universities.
- To introduce new pattern of funding of education and research activities of the universities.

Object of evaluation: Universities, within the meaning of the Higher Education Act, which receive public funds and/or have receive public funds in the assessment period.

The following universities are subject to evaluation during the period March-November 2010:

1. Sofia University “St. Kliment Ohridski”
2. Plovdiv University “Paisii Hilendarski”
3. Veliko Tarnovo University “St. Cyril and Methodius”
4. South-western University “Neofit Rilski” – Blagoevgrad
5. Shumen University “Episkop Konstantin Preslavski”
6. Russe University “Angel Kanchev”
7. Thracian University “Stara Zagora
8. “Asen Zlatarov” University – Burgas

Contact details: Lora Pavlova; l.pavlova@mon.bg

9. National and World Economy University – Sofia
10. Economics University – Varna
11. Economic Academy “Dimitar Tsenov” – Svishtov
12. University of Architecture, Construction and Civil Engineering – Sofia
13. Technical University – Sofia
14. Technical University – Gabrovo
15. Technical University - Varna
16. Chemical Technologies and Metallurgy University – Sofia
17. Mining and Geology University “St. Ivan Rilski” – Sofia
18. Forestry - technical University – Sofia
19. Food Technologies University – Plovdiv
20. Agricultural University – Plovdiv
21. Medical University – Sofia
22. Medical University – Plovdiv
23. Medical University “Prof. Paraskev Stoyanov” – Varna
24. Medical University – Pleven
25. National Sports Academy “Vasil Levski” – Sofia
26. National Academy of Theatre and Film Arts “Krastio Sarafov” - Sofia
27. National Academy of Arts – Sofia
28. State Music Academy – Sofia
29. Academy of musical and dance arts – Plovdiv
30. Higher School of Construction “Lyuben Karavelov”- Sofia
31. Higher School of Transport “Todor Kableshkov”- Sofia
32. Specialized Higher School of Library Studies and Information technologies

Period subject to assess: 2005-2009 (including)

Stages to assess/ evaluate:

1. Self-assessment – 2 months to prepare the reports
2. Expert panels – 4 months

RESEARCH AREA FOR ASSESSMNET

<p>1. Social sciences and humanities, pedagogy and arts</p>	<ul style="list-style-type: none"> ○ Theory and management of education ○ Pedagogy ○ Pedagogy of education. ○ Philology ○ History and archaeology ○ Philosophy ○ Religion and Theology ○ Sociology, anthropology and culture sciences ○ Psychology ○ Political sciences ○ Social activities ○ Social communication and information sciences ○ Law ○ Administration and management ○ Economy ○ Tourism ○ Theory of arts ○ Fine arts ○ Music arts ○ Theatre and Cinema art
<p>2. Natural science, mathematics and informatics</p>	<ul style="list-style-type: none"> ○ Physics ○ Chemistry ○ Biology ○ Earth Sciences ○ Mathematics ○ Informatics and computer science
<p>3. Technical sciences</p>	<ul style="list-style-type: none"> ○ Machine engineering ○ Electric engineering; electronics and automation ○ Energy technology ○ Metallurgy ○ Chemical technologies; ○ Biotechnology ○ Exploration, extraction and processing of mineral resources ○ Architecture, construction and geodesy ○ Transport; shipping and aviation ○ Materials ○ Communication and computer technique ○ Food technologies ○ General engineering
<p>4. Agrarian sciences and veterinary medicine</p>	<ul style="list-style-type: none"> ○ Plant growth ○ Plant protection ○ Animal breeding ○ Veterinary medicine ○ Forestry
<p>5. Health and sport</p>	<ul style="list-style-type: none"> ○ Medicine ○ Dentistry ○ Pharmacy ○ Public Health ○ Nursing ○ Sport

1. GENERAL INFORMATION ABOUT THE UNIVERSITY.

A. Descriptive part

- a.) Educational and scientific traditions current activities objectivities/ aims and tasks
- b.) Graphical Structure
- c.) Management of education and research activities and processes of decision making
- d.) Concise and meaningful description of the university structures (departments, direction) and themes of research conducted in these units;
- e.) Current scientific strategy or a common strategy for the development of University with targeted chapter for research activities (provide evidence).
- f.) General presentation and evaluation of research facilities.
- g.) Links between scientific and educational activity: participation of undergraduate and graduate students in research internships, Post-graduate, students
- h.) Membership in international scientific organizations and if applicable a list of physical members. Provide short analyses of the benefits and results gained by the University. (Here, the University has to describe the international organizations for which the membership fee is paid from the university budget and not from the Government).

B. Tabular part

- i.) Human resources – teaching and research staff including engineers and technical support – category and age profile. (Tables from 1.1.1 to 1.1.10)
- j.) Number of students involved in the scientific process, i.e. involved in research projects. Please provide figures in the table 1.2.
- k.) Number of students that were part of training in another higher education institution in the country or abroad. Please provide figures in the table 1.2.
- l.) Last institutional accreditation done by the National Agency for assessment and accreditation to the Council of Ministers. Please provide information in the table 1.2.

m.) Financial resources. Please provide figures in the table 1.3.

n.) Total number of students by scientific fields. Please provide figures in the table 1.4

2. INFORMATION BY RESEARCH FIELDS

A. HUMAN RESOURCES:

1. Research and teaching staff (Table 2.1)

- Number of teaching and research staff (please provide a full list, including the last census date; date of appointment and contract status)
- Number of scientists employed on project basis that are not full time employed by the University;

2. PhD's

Tables 2.2.1; 2.2.2; 2.2.3; 2.2.4; 2.2.5

- Number of enrolled graduate students by research sub field;
- Number of graduate students successfully defended thesis by research sub fields;

Table 2.3

- Share of PhD students to the total number of Lecturers;
- Share of PhD students involved in research projects (national and international);
- Share of PhD students involved in educational projects (national and international);
- Share of PhD students who participated in the last 5 years in scientific forums (conferences, symposia, etc.) from the total number of doctoral students

3. International exchange of teachers and students

Tables: 2.4.1; 2.4.2; 2.4.3; 2.4.4; 2.4.5

- Foreign teaching, research staff and students invited to carry out research in the research discipline in question (absolute number and person months);
- Teaching and research staff working over 3 months in foreign scientific organizations (number and person months and not including exchanges under European educational and training programs);

B. SCIENTIFIC RESULTS FOR THE REPORTING PERIOD

Table 2.5.

- Number of publications in national refereed Journals without those in co-authorship (full bibliographic reference is required*);
 - Number of publications in national refereed Journals in co-authorship (full bibliographic reference is required*);
 - Number of publications in foreign refereed Journals without those in co-authorship (full bibliographic reference is required*);
 - Number of publications in foreign refereed Journals in co-authorship (full bibliographic reference is required*);
 - Presented papers at conferences, printed in full text at home and abroad;
 - Monographs and chapters of books;
 - Number of citations excluding auto-citation including from the co-authors;
 - Number of reviews of:
 - PhD students
 - Professorships (Habilitation)
 - Articles for international journals
 - Participation of the teaching and research staff in the editorial board of scientific journals at home and abroad;
 - List of teachers, scholars, groups have received national or international scientific prizes (a list is required);
 - Number of applications filed for the protection of intellectual property rights and issued documents (e.g. utility models, new varieties of seeds and other) to Bulgarian organizations;
 - Number of applications filed for the protection of intellectual property rights and issued documents (e.g. utility models, new varieties of seeds and other) to international organizations;
 - Number of licenses for intellectual property, maintained during the evaluation period;
-
- Full bibliographic reference means for publications (authors, title; journal, year); for monographs (publishing house; year); for chapters in monographs (title; pages; editor; publishing house and year); for textbooks and auxiliary manuals (authors, publishing house and year).
 - **Please also indicate with a “*” up to 10 publications for universities with teaching and research staff up to 350 and up to 15 publications for universities with teaching and research staff over 350, those publications that are considered to be the best output in the research area concerned**

C. FINANCIAL RESOURCES

Table 2.6.1

- Internal University competitions
- National and European programmes and public funds.
- Donations
- Bulgarian and foreign companies;
- Programmes under Structural Funds
- Other international funds and program

Tables 2.6.2 – 2.6.6

A list of projects is required including number of participating scientists and received grant per project. Record of joint projects with national research centers and universities

D. RESEARCH ENVIRONMENT

Tables 2.7.1 – 2.7.5 (only for the equipment)

- List of specialized scientific equipment including short description (up to 10 rows) of each listed item (unit price including for group of related equipments should be equal or above BGN 100 000 or EUR 50 000);
- A list of certified laboratories indicating the type of certification and type of services performed;
- List of joint research laboratories and centers established with other national and/or foreign research organizations (provide short description of the thematic fields covered and research activities);
- New or upgraded laboratories, including those funded by business (provide description of the unit, specify investment cost and type of research and/or services that will be implemented);
- List of projects for scientific cooperation with other countries, active during the evaluation period(to identify the countries with which contacts are established);
- International projects with more than one foreign research organization (please provide list of projects and participating organizations – national and

international. These projects are not those reported under point 5 “financial resources” and funded by national and or international funds. These are projects that are of high interest of the organization in certain research area and is based on institutional bilateral and/or multilateral collaborations);

E. SERVICES

- Impact assessment of the research discipline in terms of societal and public impacts, e.g. for social science work may have supported reorganization of health services and arts work may have supported a major national exhibition;
- Support provided to governmental institutions, companies and other entities through specialized research expertise (a list of contracts should be attached);
- Participation in the implementation and /or upgrading of production or the introduction of product, process innovation or innovation in services (Provide a list of companies and specify the type of innovation).

Please provide only contracts and developments, which resulted in provision of significantly new or major upgrade of product, process, and service to the beneficiary or market.

Do not indicate the performance of standard services, using existing knowledge and equipment.

F. ORGANIZATION OF WORK

- Existing and implemented procedures for internal evaluation of scientific achievements and for the assessment of scientific and teaching staff (provide reports and results from such assessments or in the case of individual assessment, the methodology and assessment card);
- Publication and dissemination of results (poster sessions, specialized websites, scientific conferences, congresses at home and abroad with a list of participating posters and reports. In case of visual material, please provide a list of links);
- Transparency in the management process (advertised annual reports, etc.).

3. SWOT ANALYSES OF THE INSTITUTION

Strengths	Weaknesses
Opportunities	Threats

4. ACTION PLAN ON THE WAY THE UNIVERSITY INTENDS TO OVERCOME THE WEAKNESSES IDENTIFIED