



SOUTH-WEST UNIVERSITY 'NEOFIT RILSKI'
FACULTY OF LAW AND HISTORY
Department 'Public Law Sciences'

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INFORMATION PACKAGE

SCIENTIFIC FIELD: **3. SOCIAL, ECONOMIC AND LEGAL SCIENCES**

PROFESSIONAL FIELD: **3.6. LAW**

DOCTORAL PROGRAM: **Administrative Law and Administrative Procedure**

EDUCATIONAL AND SCIENTIFIC DEGREE: **DOCTOR**

LEVEL ACCORDING TO THE NQF: **8**

PROFESSIONAL QUALIFICATION: **RESEARCHER**

DURATION OF STUDY: **3 (three) or 4 (four) years**

FORM OF STUDY: **FULL-TIME / INDEPENDENT / PART-TIME**

ANNOTATION

The educational and scientific training of doctoral students in the field of *Administrative Law and Administrative Procedure* aims primarily at developing scholars capable of conducting in-depth analyses of legal acts, assessing their practical application, and contributing to the improvement of public law relations through their normative regulation.

One of the main objectives of the training process is related to the practical significance and applicability of the research projects developed by the doctoral students. Gradually, doctoral candidates acquire the skills and abilities to study the powers of the executive authorities, the structure, and the organization of their administrative activity. Drawing scientifically grounded conclusions requires profound knowledge, the ability to navigate current scientific information, to analyze judicial practice, and to perform comparative analyses with foreign administrative-law systems.

Doctoral students in *Administrative Law and Administrative Procedure* are trained in the traditional forms of study: full-time, part-time, and independent.

The preparation of doctoral students is carried out through the compulsory and elective courses stipulated in the curriculum of the doctoral program in *Administrative Law and Administrative Procedure* and approved in the individual study plans. The doctoral training includes the following activities:

1. Research activities, including participation in scientific projects.
2. Attendance and participation in academic courses (lectures, seminars, etc.).
3. Teaching and expert work, participation in academic forums (national and/or international).
4. Participation in the administrative and academic life of the hosting department.
5. Taking the examinations specified in the individual study plan.
6. Preparation and defense of a doctoral dissertation.

During their studies, doctoral students in *Administrative Law and Administrative Procedure*, in accordance with the National Qualifications Framework of the Republic of Bulgaria:

- Master the methodology of scientific research and its application to specific academic and practical problems;
- Develop competence for a detailed understanding of techniques applied in scientific and complex academic studies;
- Acquire skills for working with the scientific apparatus;
- Develop the ability to identify, extract, and analyze scientific and practical problems and to make informed judgments on complex issues in the field of administrative law and administrative procedure, even in the absence of complete data, as well as to present their ideas and conclusions clearly and effectively to both professional and non-specialist audiences;
- Acquire the ability to apply a scientific approach and use scientific tools in research work;

- Gain knowledge of the methodology of teaching legal disciplines, acquire specific skills for working with various information sources, and develop high levels of computer literacy and language competence, aimed at ensuring personal information awareness and facilitating professional contacts with scholars and lecturers from other countries;
- Obtain specialized and systematized knowledge necessary for performing critical analyses and synthesizing new ideas;
- Develop the ability to expand and modify existing knowledge in the field of administrative law and administrative procedure, as well as its interaction with other branches of law.

SECTION I.

EDUCATIONAL ACTIVITIES

(THEORETICAL TRAINING OF DOCTORAL STUDENTS IN ADMINISTRATIVE LAW AND ADMINISTRATIVE PROCEDURE)

I. Compulsory Courses

Doctoral students in *Administrative Law and Administrative Procedure* are required to study in depth the following compulsory subjects: *Administrative Law and Administrative Procedure*, *Methodology and Methods of Legal Research*, *English Language*, and *Project Preparation and Management*. The preparation includes independent work, attendance at lectures and seminars, and other forms of academic activity. Completion of each course requires passing an examination before the lecturer or a committee that includes the scientific supervisor.

The study of *Administrative Law and Administrative Procedure* is an essential part of the doctoral students' professional training, and the knowledge gained in this area is valuable for all legal scholars and practitioners alike.

The examination results are reported to the Council of the Department of Public Law Sciences and are included in the documentation on the implementation of the individual doctoral study plan.

II. Elective Courses

During their studies, doctoral students in *Administrative Law and Administrative Procedure* may choose one of the following elective courses: *Comparative Administrative Justice*, *Municipal Law*, *Research Ethics*, *Civil Service and Civil Servant*, *Comparative Administrative Law*, and *Comparative European Public Administration*. Preparation includes independent work, attendance at lectures and seminars, and other academic activities. The course is completed with an examination before a committee including the scientific supervisor, according to the individual study plan. The results are reported to the Department Council and recorded in the doctoral student's progress documentation.

Teaching and assessment methods and language of instruction:

Training is fully aligned with the current legislation and the *Internal Rules for the Development*

of the Academic Staff at South-West University “Neofit Rilski.” It is carried out through lectures and self-directed learning. The lecturer provides explanations regarding the subject matter of the course, the relevant legislation, the required literature, and any questions arising during independent work, including the discussion and resolution of practical cases.

The language of instruction is Bulgarian.

Throughout their studies, doctoral students are expected to deepen both their theoretical and practical knowledge in the courses undertaken.

SECTION II.

RESEARCH ACTIVITIES

(MAIN ACTIVITIES OF DOCTORAL STUDENTS IN PREPARATION OF THE DISSERTATION AND SCIENTIFIC DEVELOPMENT)

1. Core Research Activities

The main research activities forming part of the preparation of the dissertation include:

- Formulation of the research problem and development and presentation of the scientific thesis;
- Compilation of bibliographic references and systematization of sources;
- Description and systematization of previous research related to the dissertation topic;
- Defining the aims and objectives of the study; selecting the research approach and methodology to be used;
- Developing the rationale for the chosen research methods and techniques;
- Preparing a conceptual project for the dissertation;
- Discussion of the dissertation project – in two stages;
- Presentation of the research concept and instruments;
- Conducting research activities – preparation and publication of studies, articles, or scientific communications;
- Participation in scientific research projects.

2. Teaching and Methodological Activities

Doctoral students in *Administrative Law and Administrative Procedure* may also carry out teaching and methodological work — leading seminars, reviewing coursework, preparing reviews of master’s theses, etc. Through these activities, they acquire methods and techniques for teaching and assessing students’ academic performance.

3. Final Stage of Scientific Preparation

The final stage of the doctoral students’ scientific preparation involves familiarization with the procedures for dissertation defense before a scientific jury in *Administrative Law and Administrative Procedure* and preparation for the defense itself.

Administrative Law and Administrative Procedure

ECTS credits: 10 **Total workload:** 90 academic / 210 self-preparation hours

Form of assessment: Examination **Course status:** Compulsory

Exam type: Written

Department: Public Law Sciences

Faculty: Faculty of Law and History

Lecturers:

Assoc. Prof. Margarita Nikolova Cheshmedzhieva, PhD

Assoc. Prof. Veselina Kanatova-Buchkova, PhD

Annotation:

Administrative Law and Administrative Procedure is a core discipline included in the doctoral training. Its purpose is to provide doctoral students with knowledge of the legal organization and functions of the executive branch, the forms of its activity, and the different types of acts it issues. The course also covers the legal mechanisms that ensure a lawful and properly functioning administration — internal hierarchical control, specialized external administrative supervision, judicial review of administrative acts, the general supervision of the prosecution, and others. It also addresses specific administrative-law issues in the management of different sectors and fields of executive activity.

In a logical legal sequence, the course introduces doctoral students to the legal characteristics of administrative acts, the procedure for their issuance, and their appeal through administrative and judicial review as provided in the Administrative Procedure Code. The curriculum is aligned with the current development of substantive and procedural administrative law.

Civil Service and Civil Servant

ECTS credits: 4 **Total workload:** 45 academic / 75 self-preparation hours

Form of assessment: Examination **Course status:** Elective

Exam type: Written

Department: Public Law Sciences

Faculty: Faculty of Law and History

Lecturer:

Assoc. Prof. Margarita Nikolova Cheshmedzhieva, PhD

Annotation:

The main purpose of the course is to acquaint doctoral students with the legal framework governing civil service, through which the functions of state administration are carried out and the continuous operation of the state apparatus is ensured. The discipline develops knowledge of the normative basis and functioning of the civil service and the legal status of the civil servant. It aims to analyze and formulate key legal concepts and mechanisms related to civil service and

civil servants, to clarify the national legislation concerning civil servants, and to compare it with European legislation.

A specific goal of the discipline is to supplement and enrich the doctoral students' knowledge of Administrative Law and Procedure by focusing on the peculiarities of civil service, international organizations, and their staff.

Municipal Law

ECTS credits: 4 **Total workload:** 45 academic / 75 self-preparation hours

Form of assessment: Examination **Course status:** Elective

Exam type: Written

Department: Public Law Sciences

Faculty: Faculty of Law and History

Lecturer:

Assoc. Prof. Margarita Nikolova Cheshmedzhieva, PhD

Annotation:

The main objective of the course “Municipal Law” is to provide doctoral students with the necessary understanding of the essence and major issues of local self-government and local administration. In legal-ideological sequence, the course examines the nature, aims, principles, and historical development of local self-government. Central focus is placed on the legal status, composition, and functioning of the municipal council.

Special attention is devoted to the status of local executive authorities — mayors of municipalities, districts, and mayoralities — as well as to the functioning of the specialized and general municipal administration. The content also covers issues related to administrative and judicial control over acts of local authorities, the legal regime of municipal property, its protection, and the powers of municipalities in regulating economic activities and environmental protection.

Comparative Administrative Law

ECTS credits: 4 **Total workload:** 45 academic / 75 self-preparation hours

Form of assessment: Examination **Course status:** Elective

Exam type: Written

Department: Public Law Sciences

Faculty: Faculty of Law and History

Lecturer:

Assoc. Prof. Margarita Nikolova Cheshmedzhieva, PhD

Annotation:

The course aims to develop doctoral students' understanding of the place and role of administrative law within the system of public law in foreign countries and the ways in which citizens can protect their rights and legitimate interests. It provides theoretical knowledge on the subject, methods, actors, sources, and major institutions of administrative law in other jurisdictions, as well as on legal procedures and forms of judicial control over administrative activities in both continental and Anglo-Saxon legal systems.

It also examines the fundamental legal problems of executive activity in foreign states, addressing the structure and operation of administrative legal norms, the grounds for and content of administrative legal relations, and the statutory and sub-statutory sources of administrative law.

Comparative Administrative Justice

ECTS credits: 4 **Total workload:** 45 academic / 75 self-preparation hours

Form of assessment: Examination **Course status:** Elective

Exam type: Written

Department: Public Law Sciences

Faculty: Faculty of Law and History

Lecturer:

Assoc. Prof. Veselina Kanatova-Buchkova, PhD

Annotation:

The course develops doctoral students' knowledge of the various procedures for resolving administrative-law disputes in different legal systems. It examines national and international sources of administrative procedure, judicial review of administrative acts, and alternative dispute resolution methods.

Doctoral students acquire theoretical knowledge of the main principles, procedural rules, evidentiary means, and forms of protection against actions and omissions of administrative authorities. The comparative analysis covers the continental, Anglo-Saxon, and Romano-Germanic legal systems, with emphasis on the case law of the European Court of Human Rights and the Court of Justice of the European Union.

The purpose of the course is to provide both theoretical and practical understanding of administrative justice in an international context, supporting comprehension of its development, challenges, and trends.

Comparative European Public Administration

ECTS credits: 4 **Total workload:** 45 academic / 75 self-preparation hours

Form of assessment: Examination **Course status:** Elective

Exam type: Written

Department: Public Law Sciences
Faculty: Faculty of Law and History

Lecturer:
Assoc. Prof. Margarita Nikolova Cheshmedzhieva, PhD

Annotation:
The course aims to build doctoral students' knowledge of the place and role of public administration within the system of public law in foreign countries. Public administration worldwide is undergoing fundamental transformation.

It provides theoretical understanding of changes in the role and functions of public administration against the background of growing internationalization and globalization of social processes. Bulgaria's full membership in the European Union has further increased the need to understand the systems of governance and administration in European and other countries. The ongoing transformations in public administration emphasize the need for an academic discipline on Comparative European Public Administration.

The course studies key legal issues of executive power in other countries, consistently examining its legal characteristics, organizational structure, operation of administrative bodies, grounds for and content of administrative relations, and statutory and sub-statutory sources of administrative law.

Ethics of Scientific Research

ECTS credits: 4
Contact hours: 45 academic / 75 self-preparation hours
Form of assessment: Examination
Course status: Elective
Type of exam: Written
Methodological guidance:
Department: Department of Public Law Sciences
Faculty: Faculty of Law and History
Lecturer: Assoc. Prof. Manol Stanin, PhD
Department of Civil Law **Sciences**

Annotation:

The course examines ethical issues in relation to the development of research activities in contemporary society. It emphasizes the importance of ethical rules in scientific research, focusing on how research activities contribute to social development. The aim of the course is to enable doctoral students to recognize the significance of ethical norms in conducting scientific research, to analyze and explore ways of solving practical problems through scientific and ethical

means. The training also focuses on the ethical elements embedded in national and supranational legal frameworks currently in force.

Methodology and Methods of legal research

ECTS credits: 5

Contact hours: 45 academic / 105 self-preparation hours

Form of assessment: Examination

Course status: Compulsory

Type of exam: Written

Methodological guidance:

Department: Department of Public Law Sciences

Faculty: Faculty of Law and History

Lecturer: Assoc. Prof. Manol Stanin, PhD

Department of Civil Law Sciences

Annotation

The curriculum is developed by presenting the fundamentals of the academic discipline, the methodology and methodology of scientific research, as well as information provision in scientific research. The discipline aims to offer doctoral students opportunities for more in-depth, targeted, and well-structured scientific research. The stages of scientific research are presented and better organization of the work process is supported

English Language

ECTS credits: 5

Hours: 60 academic / 90 self-preparation hours

Form of assessment: exam

Status of the discipline: compulsory

Type of exam: written

Methodological guidance:

Department: "Public Law Sciences"

Faculty: Faculty of Law and History

Lecturers: Assoc. Prof. Dafina Kostadinova, Assoc. Prof. Ivanka Sakareva, Assoc. Prof. Yana Chankova,

Faculty of Philology, **Department** of German and Romance Studies

Annotation

The training is based on an integrative approach, in which the acquisition of new knowledge and skills by doctoral students is based on the development of four basic types of skills: reading, writing, listening, and speaking. Special emphasis is placed on building speaking and listening skills, as well as on mastering the basic principles of academic writing in English and the skills of preparing presentations, CVs, abstracts, and articles in English

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Project Preparation and Management

ECTS credits: 5

Academic Hours: 15 academic / 135 self-preparation hours

Form of Assessment: Examination

Course Status: Compulsory

Type of Examination: Written

Methodological Guidance:

Department: Civil Law Sciences

Faculty: Faculty of Law and History

Lecturer: Assoc. Prof. Ivan Todorov

Department: 'Finance and Accounting'

Faculty: Faculty of Economics

Annotation

The course in Project Preparation and Management introduces doctoral students to the main aspects of project development, which form the basis for the organization and management of projects when applying for European Union programs. Doctoral students gain in-depth knowledge of effective project development, the management process involved in their creation and implementation, and the preparation of a project budget.