



# BOOKLET OF THE FIRST-YEAR STUDENT



**FOR DENTAL MEDICINE STUDENTS**

Varna,  
2018/2019

## **WELCOMING ADDRESS BY THE RECTOR**

***Dear first-year students,***

*Welcome to our large multinational family! Our doors are wide open for you – for all who are eager to gain knowledge, be capable and become the best physicians and specialists!*

*I want to assure you that at Medical University of Varna, which has a history and traditions of over half a century, you will obtain the best training for your future development and career because your instructors are some of the most distinguished specialists in the fields of medicine and health care. The proper combination of classical models of teaching with modern technology will enable you to master the knowledge in faster and more efficient ways. The continuous practice and application of what has been learned will provide you with a flying start and will give you an advantage when you go to the labour market.*

*And all the above is due to the fact that quality assurance is a priority for us! Medical University of Varna is the first university in Bulgaria which in 2008 introduced the EFQM® model for Business Excellence of the European Foundation for Quality Management. Our main aim is to train competent health professionals and people who are responsible and demanding to their occupation and work!*

*Upon entering our University you have to be prepared to be entirely dedicated. But at any time you will encounter the full support and cooperation of our teaching and administrative staff.*

*On your behalf, it is enough for you to have the wish and the will to pursue your aims and dreams. We know the rest and we will ensure it!*

*We believe in your capacity. You, too, must believe in it and be brave to go ahead!*

Prof. Krasimir Ivanov, M.D., PhD, DSc  
Rector



**MANAGEMENT  
OF “PROF. DR. PARASKEV STOYANOV”  
MEDICAL UNIVERSITY - VARNA**

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**VICE RECTOR INTERNATIONAL RELATIONS**

Prof. Todorka Kostadinova, PhD

**VICE RECTOR CAREER DEVELOPMENT**

Prof. Dr. Svetoslav Georgiev, MD, PhD, DSc

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Dr. Nevena Karadzhova	Assistant	624	+35952/ 677 238	2238
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Dr. Ivan Gonkov	Assistant	624	+35952/ 677 238	2238
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Dr. Irena Georgieva	Assistant	618	+35952/ 677 233	2233
Dr. Svetlana Dineva	Assistant	618	+35952/ 677 233	2233
Dr. Mariya Miteva-Hristova, DMD, PhD	Chief Assistant	618	+35952/ 677 233	2233
Dr. Tonya Ivanova	Assistant	618	+35952/ 677 233	2233
Dr. Ivaylo Hristov	Assistant	624	+35952/ 677 238	2238
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Dr. Desislava Stoyanova	Assistant	618	+35952/ 677 233	2233
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Yunzyule Nazif	X-ray Technician	217	+35952/ 677 815	2815
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Dr. Zornitsa Vylcheva	Assistant	629	+35952/ 677 241	2241
Dr. Gergana Ivanova, DMD, PhD	Assistant	629	+35952/ 677 241	2241
Dr. Sevdalina Yaneva	Assistant	616	+35952/ 677 232	2232



Dr. Iliyana Atanasova	Assistant	629	+35952/ 677 241	2241
Teodora Kyoseva	Dental Technician		+35952/ 677 050	2050
<b>Department of Administrative</b>				
Eng. Nataliya Trifonova	Head of Department of Administrative	623	+35952/ 677 216	2216
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Teodora Todorova	Students' Affairs Officer	622	+35952/ 677 275	2275
Simona Georgieva	Chief Nurse	622	+35952/ 677 215	2215
Ivanka Georgieva	Nurse	121		2829
Iskra Tsakeva	Nurse	121		2829
Nadin Tork	Nurse	208		2816
Neli Georgieva	Nurse	208		2816
Darina Ivanova	Nurse	211	+35952/ 677 223	2223
	Nurse	212		2800
Svetlana Milenkova	Nurse	223		2801
Petya Stoycheva	Nurse	310		2817
Miglena Koleva	Nurse	311		2818
Krasimira Fyrtunova	Nurse	311		2818
Fotinka Vankova	Nurse	312	+35952/ 677 224	2224
Kremena Arnaudova	Nurse	312	+35952/ 677 224	2224
Zdravka Pencheva	Nurse	313		2826
Mariya Goleshova	Nurse	313a		2819
Gergana Ivanova	Nurse	409		2823
Stanimira Petrova	Nurse	409		2823
Mariya Dimova	Nurse	412		2824
Polya Amosova	Nurse	412		2824
Elenka Ivanova	Nurse	413		2825
Olga Zhekova	Nurse	413		2825
Teodora Ivanova	Nurse	414	+35952/ 677 226	2226
Plamena Ivanova	Nurse	414	+35952/ 677 226	2226
Radostina Nikolova	Head of Storehouse	622		2821
Maya Dimitrova	Manciple	Kaca		2822
Portal				2828
Reading Room		632	+35952/ 677 218	2218

**Faculty Halls**

basement	№14	Training hall of PDM and Orthodontics
basement	№15	Casting Hall
basement	№16	Training hall of PDM and Orthodontics
basement	№17	Training hall of Science of Dental Materials
basement	№18	Sterilization Hall
basement	№22	Training hall of PDM and Orthodontics
basement	№27	Reading Room
fl.1	№103	Auditorium “Assoc. Pfof. Dimityr Klisarov, MD, PhD”
fl.1	№111	Auditorium B
fl.1	№121	Clinical Hall Trainees
fl.2	№208	Clinical Hall Trainees
fl.2	№211	Preclinical Phantom Hall
fl.2	№212	Preclinical Phantom Hall
fl.2	№213	Preclinical Phantom Hall
fl.2	№223	Ambulatory Surgery of OMFS
fl.3	№310	Clinical Hall of Pediatric Dental Medicine
fl.3	№311	Clinical Hall of Prosthetic Dental Medicine
fl.3	№312	Clinical Hall of Prosthetic Dental Medicine
fl.3	№313	Clinical Hall of Pediatric Dental Medicine
fl.4	№409	Clinical Hall of Orthodontics
fl.4	№412	Clinical Hall of Parodontology
fl.4	№413	Clinical Hall of Conservative Dentistry
fl.4	№414	Clinical Hall of Conservative Dentistry
fl.5	№524	Clinical Hall of OMFS
fl.6.	№613a	Conference Hall

## **QUALIFICATION CHARACTERISTICS OF “DENTAL MEDICINE” SPECIALTY, EDUCATIONAL- QUALIFICATION DEGREE “MASTER” AND PROFESSIONAL QUALIFICATION “DOCTOR IN DENTAL MEDICINE”**

The Faculty of Dental Medicine at MU - Varna prepares doctors in Dental Medicine, in the educational and qualification degree “Master” who are capable of successful implementing in real social environment the acquired knowledge and skills for the protection, restoration and strengthening of dental health of the population, i.e. the mission the Faculty is targeted at the social needs of the population.

In accordance with the Higher Education Act and the Ordinance on the Unified State Requirements for Acquiring Higher Education in the specialties “Medicine”, “Dental Medicine” and “Pharmacy” the training in Dental Medicine at the Faculty of Dental Medicine at MU - Varna has a duration of 5 years (ten semesters); Pre-graduate Traineeship after the 10th semester - 135 working days or 1080 hours altogether and two training practices of 30 calendar days (150 hours) after the sixth and eighth semester.

The theoretical training is accomplished through compulsory, optional and facultative disciplines in the form of lectures, seminars, practical exercises and individual work.

The practical training is accomplished through practical exercises throughout the semester education, training practices and Pre-graduate traineeship. The practical training of students includes a certain volume of practical therapeutic activities.

The basic training at the Faculty provides the acquisition of the following basic knowledge and skills which ensure further continuous training:

- Adequate knowledge of the sciences upon which the medical science is based, proper understanding of scientific methods, evaluation of scientifically established facts and data analysis;
- Adequate understanding of the structure, physiology and behavior of healthy and sick individuals, the influence of social factors on dental health;
- Adequate knowledge of the structure and functions of teeth, mouth, jaws and related to them tissues and their impact on the overall health and social well-being of the patient;
- Adequate knowledge of clinical medical and dental disciplines which allow the doctor in dental medicine to have a comprehensive

picture of anomalies, lesions and diseases of teeth, mouth, jaws and related to them tissues, as well as preventive, diagnostic and therapeutic dental medicine.

In consequence of the basic training, the doctor in dental medicine must acquire the skills required for conducting all activities involving prevention, diagnosis and treatment of anomalies and diseases of teeth, mouth, jaws and related to them tissues. The ultimate objective is the preparation of doctors in dental medicine who are able to satisfy the population demands of dental care at high professional level and to create conditions for prevention of dental diseases and promotion of dental health.

The achievement of the above-mentioned objectives is provided during the training by the acquisition of sufficient competence in:

1. Professional conduct, Ethics and Law.
2. Communication and Interpersonal Relationships.
3. Basic knowledge of medical and dental preclinical and clinical disciplines.
4. Gathering clinical and para-clinical information, making clinical reasoning and judgment and decision making.
5. Making a diagnosis and creating a treatment plan.
6. Establishment, preservation and restoration of dental health through adequate competence in: Oral Medicine, Paradontology, Cariesology and Endodontics, Oral Surgery, Pain and Stress Management, Prosthetics, Orthodontics, Emergency Conditions.
7. Promotion of Dental Health.

The Faculty of Dental Medicine at Medical University - Varna has a Programme accreditation - evaluation „8,99“ for a period of 5 years, Protocol N 01/ 11.01.2018 of National Evaluation and Accreditation Agency (NEAA) at the Council of Ministers of the Republic of Bulgaria in accordance with Art. 79 (1) of the Higher Education Act.

**STUDY PLAN ACADEMIC 2018/ 2019 YEAR**

Nº	ACADEMIC DISCIPLINES	USR	MU-VARNA	Lectures	Exercises	Credits	Exam S-r
1	2	3	4	5	6	7	8
		4910	4920	1693	3227	300	
<b>Compulsory Academic Disciplines</b>							
1	Chemistry	60	60	36	24	4	I
2	Physics	60	60	30	30	4	I
3	Human Biology	105	105	45	60	6	II
4	Latin Language	60	60	0	60	4	II
5	Foreign Language	60	60	0	60	6	IV
6	Computers	30	30	15	15	4	II
7	Sport	120	120	0	120	2	IV
<b>Compulsory Medical and Medical-Biological Academic Disciplines</b>							
8	Cytology and Human Embryology	45	45	15	30	4	I
9	Anatomy and Human Histology	255	255	90	165	14	III
10	Biochemistry	120	120	60	60	8	III
11	Biophysics	30	30	15	15	3	II
12	Human Physiology	150	150	75	75	6	IV
13	Microbiology	90	90	45	45	6	IV
14	Social Medicine and Medical Ethics	45	45	15	30	4	IV
15	Medical Psychology	30	30	15	15	4	IV
16	Medicine in Disastrous Situation	30	30	15	15	4	IV
17	Pharmacology	90	90	30	60	9	V
18	Pathophysiology	60	60	30	30	4	V
19	Hygiene and Epidemiology	60	60	30	30	4	IV
20	Pathoanatomy	90	90	44	46	5	V
21	Surgery incl. Anaesthesiology and emergencies	75	75	30	45	4	VI
22	Otorhinolaryngology	30	30	15	15	2	VI
23	Internal Medicine (General Pathology)	90	90	45	45	4	VIII
24	Pediatrics and Infectious Diseases	60	60	30	30	3	VIII
25	Forensic Medicine	30	30	15	15	2	VII

26	Obstetrics and Gynecology	30	30	15	15	2	VIII
27	Dermatovenerology	45	45	15	30	2	IX
28	Neurology and Psychiatry	30	30	15	15	2	IX
29	Ophthalmology	30	30	15	15	2	IX

<b>Compulsory Special Dental Medicine</b>							
30	Dental Materials	60	60	30	30	8	II
31	Prosthetic Dental Medicine:	720	720				
	I. Propedeutics of Prosthetic Dental Medicine		315	75	240	16	IV
	II. Clinic of Prosthetic dental medicine		405	105	300	20	X
32	Conservative Dentistry:	540	540				
	I. Pre-clinic of Conservative Dentistry		180	60	120	11	VII
	II. Clinic of Conservative Dentistry		360	60	300	17	X
33	Oral and Maxillofacial Surgery:	500	510				
	I. Propedeutics of Oral and Maxillofacial Surgery		120	60	60	6	VI
	II. Clinic of Oral and Maxillofacial Surgery		390	90	300	15	X
34	Pediatric Dental Medicine:	300	300				
	I. Propedeutics of Pediatric Dental Medicine		60	30	30	8	V
	II. Clinic of Pediatric Dental Medicine		240	60	180	16	X
35	Dental Prophylaxis	60	60	30	30	7	VII
36	Public Dental Health	105	105	45	60	5	VI
37	Oral Pathology (Diagnosis)	30	30	15	15	3	VII
38	Orthodontics	225	225	75	150	14	X
39	Parodontology and Diseases of the Oral Mucosa (DOM)	210	210	90	120	11	X
40	Roentgenology (General and Specific)	90	90	30	60	8	VII
41	Dental Clinical Allergology	30	30	15	15	3	VIII
42	Physiotherapy (General and Specific)	30	30	14	16	4	VIII

## **EXTRACTS FROM THE REGULATIONS ON EDUCATIONAL ACTIVITIES OF MEDICAL UNIVERSITY – VARNA**

### **Student Rights**

Art. 189. (1) Each student from MU-Varna shall be entitled to:

1. obtain education and professional qualification according to the study plan and the state requirements and in consideration of the recent achievements in the respective scientific field;

2. study all academic disciplines provided in the respective specialty;

3. choose optional and facultative disciplines from the approved study plan of the specialty;

4. obtain qualified assistance and supervision from the habilitated and non-habilitated lecturers for acquiring knowledge and skills;

5. use the material and information training facilities of the University for their education;

6. participate, if possible, in extracurricular and research activities according to the level of their scientific preparation whereupon their intellectual property rights shall be guaranteed;

7. express an attitude to the quality of the educational process under the established procedure;

8. elect and be elected in the management bodies of the University and its structural units in the cases provided for in the Law and the University Regulations;

9. move to another higher school, faculty, specialty, degree or form of education in accordance with the legislation and the current regulations of the University;

10. interrupt their education, and continue after that under the terms and conditions determined by MU-Varna. The University provides the student with the opportunity to interrupt their education through an application, submitted by them or in an administrative order (without a submitted application);

11. use vacations, not less than 30 days within one academic year;

12. obtain a state scholarship, a single financial aid or a loan for maintenance at the time of education in accordance with the current legislation and the internal regulations of the University;

13. use student residence houses, canteens, medical care, as well as all facilities of the University for study, research, sports and cultural activities under the conditions determined by the State and MU-Varna;

14. associate in educational, scientific, cultural and sport communities for protecting and satisfying their interests, as well as

participate in international organizations whose activities do not contravene the Laws of the Republic of Bulgaria;

15. obtain information on educational, scientific, social, domestic and financial issues.

16. continue their education in a further educational - qualification or educational - scientific degree under the conditions attached thereto;

17. other rights under the Higher Education Act, the Rules of Procedure of MU-Varna and other internal regulations of the University.

### **Student Obligations**

Art. 194. (1) Each student at MU- Varna shall:

1. attend regularly, be well prepared and participate actively in the compulsory forms of classes according to the study plan and the study programmes;

2. get prepared and sit for the scheduled semester and state exams and perform all other obligations according to the study plan and programmes;

3. be acquainted with the current regulations and the internal rules for the arrangement of student status and observe the common rules of conduct and the internal order of the University;

4. be respectful to the lecturers, the administrative management, the employees of the administrative and support staff and the other students;

5. protect the name and reputation of the University and protect its property;

6. observe the rules of good manners, academic ethics and public order within the University;

7. not violate the academic spirit and traditions with their behavior and appearance;

8. respect the rights of intellectual property and be responsible for plagiarism;

9. enroll for the study semesters in due time;

10. pay due tuition fees determined by MU-Varna according to the deadlines;

11. not hold political and religious activities within MU-Varna;

12. perform other obligations established by the Law and regulated by the Rules of Procedure of MU-Varna, these Regulations and other internal regulations of the University or arising from the resolutions of the managing bodies of the University.



### **Defending Common Interests of Students**

Art.198. (1) The Student Council shall be the authority that shall protect the common interests of students at Medical University - Varna. It shall consist of representatives of students and doctoral students in the General Assembly of the University.

Art.199. The Student Council shall be entitled to:

1. organize the election of its representatives in the managing bodies of the University and the Board of Trustees;

2. make proposals for the introduction of additional academic disciplines;

3. make proposals for the invitation of external lecturers;

4. organize the foundation of specialized research student associations and the publication of their works;

5. if necessary, create and manage its organizational units;

6. establish national and international educational, cultural and postgraduate contacts among students;

7. express attitudes and make proposals for the development of sports activities at the University;

8. participate in the management of student residence houses;

9. participate in the organization of educational process, allocation of scholarships, awards and benefits for students;

10. have its representatives in monitoring the internal system for assessing and maintaining the quality of education and the academic staff at the University and in the development of the questions for a survey of student opinion.

### **EDUCATIONAL PROCESS**

#### **Organization of Educational Process**

Art.42. (1) MU-Varna shall provide each student with an opportunity for a choice of academic disciplines (optional and facultative) within the framework of the approved study plans. The student shall state his/her choice by submitting a written request to the respective Dean's Office / student affairs office of the College (branch), not later than two weeks after the beginning of the semester.

(2) Each student is required to complete two elective subjects throughout the entire course of semester training. Students studying in English Language Programmes are required to complete at least one elective subject throughout the entire course of semester training besides the subjects in Bulgarian language and terminology and communication in medical practice. Besides this mandatory choice, students can choose

and complete additional elective or facultative disciplines, approved in the specialty study plan.

(4) The completed elective or facultative disciplines shall be entered in the Diploma Supplement and shall be included in the GPA.

Art.44. (1) MU-Varna shall apply the system for formation, accumulation, recognition and transfer of credits as an integral part of the organization of the educational process. The terms and conditions for application of the system are determined by the Ordinance of the Minister of Education, Youth and Science and approved by the Academic Council of MU-Varna, procedure regulations – “Guide to application of the systems for formation, accumulation, recognition and transfer of credits at Medical University – Varna” in relation to the specifics of the different specialties.

(2) Credits are a numerical representation of student workload required to master specific skills and knowledge in the process of education for acquiring an educational-qualification degree of higher education.

(4) Credits shall be allocated to academic years, semesters and disciplines. They shall be allocated for the entire student auditorium and non- auditorium occupation, provided in the study plan, in obligatory, optional and facultative disciplines, depending on the specifics of the respective specialty (lectures, practical and seminar exercises, self-study, individual work with the lecturer, projects, participation in a practice, an internship, developing a course or diploma thesis, etc.). Each academic discipline receives credit equivalent, depending on the specialty study plan and the provided in it full (auditorium and non-auditorium) student occupation.

(5) Credits shall be adjudicated to students who have received a positive grade, not less than “Satisfactory (3.00)” for the acquired knowledge and skills required in the study plan through examinations or other forms of assessment.

### **Student Administrative Service. Tuition Fees**

Art.60. (1) Administrative service to students shall be provided by the organizers of educational activities in the Dean’s Offices/ student affairs office of the College (branch) and the employees at the Student Affairs Office - under the management of the Deans / the Director of the College (branch), their deputies, the head of the Student Affairs Office – through the Administrative Department, “Records” Sector.

Art.62. (1) Upon enrollment at the University a student’s book shall

be issued to the student by the Dean's Office / student affairs office of the College (branch). The student's book shall be preserved by the student.

(2) Upon request MU-Varna shall issue an academic transcript, an assurance and a certificate to the students. For the issuance of an academic transcript and a certificate, the student shall apply to the "Records" Sector and pay an administrative fee, determined by the Academic Council.

(3) The documents under para 1 and 2 shall be issued in Bulgarian. Upon request by the student, the assurance may be accompanied by an English translation.

Art.66. (1) Students shall pay a tuition fee for their education. The tuition fee shall be annual and it shall be defined before the beginning of each academic year according to the regulatory framework –under a statutory act of the Council of Ministers and upon a resolution of the Academic Council.

(2) The payment of the tuition fee shall be carried out by a bank transfer to the account of Medical University - Varna. The transfer fee shall be paid by the depositor.

Art.67. (1) The legally defined annual tuition fee shall be paid in equal payments, not later than two weeks after the beginning of each semester. Students can pay the entire annual fee in a single payment at the beginning of the academic year.

### **Evaluation of Student Knowledge and Skills. Current Control.**

Art.72. (1) The control of the students' preparation and the evaluation of their academic achievements shall be conducted in accordance with the specifics of the different specialties and disciplines - based on the system for monitoring and evaluation of knowledge and skills of students.

(2) The system for monitoring and evaluation of knowledge and skills of students includes:

1. Evaluation of the specific academic disciplines - through current control (planned and unplanned) and semester examinations;

2. Evaluation of overall preparation in the respective specialty of higher education - through state examination and / or thesis defense.

Art.73. (1) Current control shall be a mandatory component of student academic work and shall be targeted at testing the knowledge and practical skills in the framework of the semester (academic module).

(4) Planned forms of current control shall include all tests and evaluation which require prior preparation of students in the main

sections of the taught material and shall be conducted in regular classes. Planned current control shall be fulfilled through a colloquium and / or certification of protocols of conducted exercises, accumulated attestations (points) from a developed project, conducted clinical or other practical activities.

(5) Planned current control in specific disciplines for a certain specialty shall be held on schedule (time of its conduct in training weeks in the semester and date of its working off), proposed by the head of the Department (ESS), conducting the discipline and approved by the Dean / Director of the College / branch at the beginning of each semester.

(7) The schedule of planned current control shall comply with the training time of students. The fulfillment of more than three planned forms of current control within one calendar week shall not be allowed. Planned forms of current control - colloquia - for each discipline cannot exceed two per a semester. Current control shall not be conducted two weeks before the exam session, except for working off colloquia and working off in order to cover the required norm of clinical or practical work.

(8) Students who have missed a scheduled sitting for planned current control on the announced by the departments (ESS) dates - regular and working off shall pay the approved by the Academic Council fee for the subsequent sitting for them.

(9) The final grade in disciplines which according to the study plan and programme shall be evaluated only by current control shall be formed at the end of the semester.

### **Conducting Semester Examination Sessions**

Art.74. (1) Semester exam sessions at MU-Varna shall be organized and conducted in accordance with the Higher Education Act. One resit examination session shall be held after each regular session and one liquidation exam session shall be held before the beginning of the next academic year for full-time students. Semester examination sessions shall be:

1. Winter - regular and resit;
2. Summer - regular and resit;
3. September - liquidation.

(6) Semester examinations shall be conducted in student groups by examination commissions and according to a schedule approved in advance by the Dean / Director. The schedule shall be prepared by the course leader, in cooperation with representatives of students, in

compliance with the announced by the departments (ESS) proposals for exam dates. The schedules of the examination sessions shall be summarized by the Dean's Offices of the respective faculty / student affairs office of the College (branch) and approved by the head of the basic unit and announced not later than three weeks before the beginning of the examination session - for full- time training and not later than the end of the attendance courses - for part-time training.

Art.75. (1) Students without a certified of attendance semester shall not be allowed to sit for semester examinations during this semester.

(2) Students without a successfully passed examination in a propaedeutic discipline or preclinical special discipline shall not be allowed to sit for an examination in an upgradeable clinical discipline from the study plan. At the proposal of the Dean / Director of the College these disciplines shall be approved in advance by the Faculty Council / College Council and shall be announced to the students by the respective Dean's Office / student affairs office of the College in the proper order.

(3) Full-time students shall be entitled to three sittings for a semester examination on a discipline, respectively during the regular, resit and liquidation sessions.

(4) Students shall be allowed to sit for resit and liquidation sessions with an unlimited number of untaken examinations.

(5) Students shall be allowed to sit for an examination only with prior issued exam protocols at the Dean's Offices/ student affairs office of the College (branch) and upon submitting a student's book. In case of a permitted extraordinary out-group or out-session sitting for an exam, the Dean's Offices/ student affairs offices shall be required to prepare an individual examination protocol for the respective student. The Departments (ESS) shall conduct an examination only upon a protocol with an indicated date on it.

Art. 76. (1) In the framework of one examination session students shall be allowed only one sitting for an exam in a specific discipline.

(2) A student who has failed to sit for an exam on the determined examination date shall not be allowed to sit for the exam on another date within the framework of the respective session, except in cases provided for in these Regulations and in their proper order.

Art.82. (1) Out - group or out - session sitting for an examination shall be admitted on the basis of a submitted by the student request, accompanied by documentary evidence of the need for an extraordinary sitting for an examination – up to two weeks before the beginning of the

regular or the respective retake examination session. The request shall be submitted to the head of the basic unit (Dean / Director) through “Records” Sector of the Administrative Department. The request shall be considered and resolved by the head of the basic unit (Dean / Director) before the date specified in the examination schedule of the student’s group. Requests submitted after this date shall not be considered, except for sudden valid reasons whereupon the students shall be required to notify the Dean’s Office / student affairs office at the College (branch) by their relatives or by phone (or email).

(2) In exceptional cases, students can sit for extraordinary exams for the respective semester prior to the beginning of the regular examination session, provided this is necessary for extremely valid reasons. The admission to extraordinary examinations out of the session shall be allowed upon a permission of the Dean of the Faculty / Director of the College (branch) after taking into consideration the opinion of the lecturer conducting the discipline, based on a personally submitted request by the student whereupon each case shall be considered independently. In the request the student shall enclose evidence (documents) for the reason that makes the sitting for the exam out of the regular dates necessary.

(3) Sitting for extraordinary exams out of the scheduled session shall be permitted only upon a certified of attendance semester and after paying a fee, determined by the Academic Council.

(6) Additional sitting for an exam for a change (increase) of the grade of a successfully passed exam shall be permitted by the head of the basic unit (Dean, Director) only within the framework of the respective resit or liquidation session for the academic year but not more than three times throughout the whole period of study. The grade obtained after the additional sitting for the exam shall be final.

## **STUDENT STATUS**

### **Enrollment for Education**

Art.90. (1) Enrollment of students for transition to the next semester of study shall be carried out in a specified period of time according to a pre-approved by the Dean / Director of the College (branch) schedule and after paying the statutory defined tuition fee.

1. for students with all successfully passed examinations – up to two weeks from the beginning of the semester;

2. for students with examinations in an extended or liquidation session – up to two weeks after the end of the respective session.

(2) After this period, student's status shall be resolved by the Rector, at the proposal of the Dean/Director of the College (branch) in accordance with the Rules of Procedure of the University and these Regulations, without the obligatory presence of the student.

(3) A student who has not met the terms of enrollment shall interrupt their training in an administrative way, with the right to enroll for the respective semester in the next academic year.

### **Certification of Attendance of Semesters**

Art.93. Courses of study shall be compulsory for students. The attendance of classes (exercises, training practices, traineeship) shall be recorded in the control file of students.

Art. 94. Semester certification of attendance of the specific disciplines shall reflect the student's regular attendance of classes.

Art. 95. (1) The student shall be entitled to be absent from classes for valid reasons (health, personal, family problems) but not more than one-third of the horarium in the study plan of the respective semester, except in cases under para 5.

(2) An excuse for absences and permission for working off of classes missed for valid reasons shall be granted by the Dean / Director upon a submitted request to the respective Dean's Office / student affairs office of the College (branch), not later than one week after the absences incurred. The request shall be accompanied by a document, certifying the valid reasons for the absence. Provided the document is issued on the territory of another country, it shall be translated and legalized under the terms of translations, certification and legalization before being submitted to the Dean's Office / student affairs office of the College. Lecturers cannot accept and process documents for the excuse of missed classes directly.

(3) The admission of more than one third of the horarium in the study plan excused absences from exercises in a particular discipline, as well as the presence of more than two not worked off excused absences in a particular discipline – shall be considered grounds for refusal of certification of attendance of the semester. In these cases student status shall be resolved by the Rector, at the proposal of the Dean / Director of the College (branch).

Art.96. (1) Without a valid reason, the student shall be entitled to three absences from exercises in an academic discipline (training practice), whereupon the student shall be required to work off two of them for the certification of attendance of the semester, according

to a schedule, approved by the Department (ESS). When the training includes only a course of lectures - the student shall be entitled to be absent without valid reasons up to three times from one academic discipline per semester.

(2) The admission of more than three absences without valid reasons in a particular discipline per semester, as well as the presence of more than one unexcused, not worked off absence from exercises in a particular discipline (training practice) – shall be considered grounds for refusal of certification of attendance of the semester. In these cases the student's status shall be resolved by the Rector, at the proposal of the Dean / Director of the College (branch) of the respective basic unit.

Art. 97. (1) Without passing the scheduled current control / colloquium/ in the study programme, the student cannot obtain certification of attendance of the respective discipline at the end of the semester and cannot sit for an exam in it.

Art. 98. (1) Working off of missed exercises, training practice or required minimum of practical work on a required norm on the study programme shall be conducted, according to a schedule approved by the Head of Department (ESS).

(2) Within two weeks after the beginning of the semester each department (ESS) shall announce the schedule for regular working off of missed classes and conducting consultations on the notice board of the department (ESS) and in the respective Dean's Office / student affairs office of the College (branch).

(3) Absences incurred by students shall be worked off within two weeks from the last date of absence, unless the Head of the Department (ESS) decides otherwise.

(4) Working off of missed exercises, training practice or unfulfilled required minimum of practical work on the study programme, out of the schedule for regular working off, announced by the Department (ESS), shall be carried out overtime under payment of an additional fee, determined by the Academic Council.

Art.101. (1) Certification of attendance of the respective disciplines at the end of the semester shall be certified in the student's book – by the signature of the assistant professor / lecturer and the leader of the lecture course in the respective discipline. Certification of attendance of certain disciplines in the student's books of students at the Affiliates of Medical University - Varna, in exceptional circumstances, may be certified by the signature of the Director of the Affiliate, after having received written confirmation by the leader of the lecture course in the



respective discipline.

Art.102. (1) Certification of attendance of the whole semester shall be fulfilled in the Dean's Office / student affairs office of the College (branch) after obtaining the signatures of the assistants and lecturers in the respective disciplines during the last week of the semester for full-time students and after completing the lecture and practical course of education during the attendance courses of study for part-time students and modular form of education. The certification of attendance of the semester shall be recorded in the main registration book, the student's book and the electronic file of each student.

(2) The semester shall not be certified upon absence of certification of attendance of a compulsory discipline in the study plan, except in cases under para 3.

(3) Administrative certification of attendance of the semester in the absence of certification of attendance of one discipline shall be allowed - at the discretion of the Dean / Director of the College (branch) only once throughout the entire course of study. The student shall fulfill all necessary obligations in this discipline during the next academic year (winter or summer semester, depending on the study plan) and then he/she shall be allowed to sit for an examination in it. The student shall pay a fee, regulated by the Academic Council, for the extraordinary working off of missed exercises (training practice) and sitting for the exam.

### **Passing to a Higher Course**

Art.104. (2) Passing and enrollment in a higher training course shall be permitted with not more than two untaken exams from the study plan of the respective course which shall be passed successfully by the end of the academic year in which the student is enrolled. Students who fail to pass successfully exams from the previous year shall interrupt their study due to "poor performance".

(3) Students who have more than two untaken exams for the respective course after the liquidation session shall interrupt their study due to "poor performance".

Art.105. (1) Sitting for untaken exams from the previous year shall be conducted within the scheduled resit and liquidation exam sessions, upon scheduled exam dates in the respective discipline and upon the permission of the Dean / Director of the College (branch) and obtaining an individual protocol and after paying a fee, approved by the Academic Council.

Art. 106. (1) The launch of the pre-graduate traineeship shall not be

allowed without passing all the semester exams of the study plan of the previous years.

Art. 107. Students in the specialty “Dental Medicine” with an untaken examination in a preclinical special discipline cannot continue their studies and enroll for the next semester. They shall interrupt their studies due to “poor performance” and can continue their education in the next academic year after successfully passing the respective exam.

### **Interruption of Studies**

Art.109. (1) Interruption of studies shall be allowed up to twice throughout the entire period of education– with a total duration not exceeding two academic years.

(2) Interruption of studies shall be allowed by the Rector after consulting the Dean / Director of the College (branch) upon a written request of the student, enclosing the documents certifying the existence of grounds for the interruption in the following cases:

1. documented serious illness;
2. pregnancy, childbirth and upbringing of a child up to two years of age;
3. presence of other important (personal, family) reasons that prevent the fulfillment of the educational responsibilities;

(3) Administrative interruption of studies shall be allowed upon an order of the Rector, at the proposal of the Dean / Director of the College (branch) in case of:

1. uncertified of attendance semester - a report of the lecturer who has refused to certify the respective discipline shall be enclosed;
2. poor performance (a certain number of untaken exams, provided for in these Regulations) - after submission of information of the failed exams, provided by the respective Dean’s Office / student affairs office of the College;
3. not being enrolled within two weeks after the beginning of the semester (pre-graduate traineeship) or within the period determined upon an order of the Rector – after submitting information by the respective Dean’s Office / student affairs office of the College.

Art.110. (1) In case of interruption of studies the student shall retain his/her student rights, with the exception of the right to attend courses of study.

(2) The student who has interrupted his/her studies shall be entitled to sit for the untaken exams from the previous periods of study under the terms of the Rules of Procedure of MU-Varna and these

Regulations, after paying a determined by the Academic Council fee for the extraordinary sitting for examinations.

Art.112. (1) Students who have interrupted their studies due to an “uncertified of attendance semester” can enroll again in the uncertified semester during the following academic year, after paying the determined tuition fees, respectively:

1. with one uncertified of attendance academic discipline - half of the semester fee for the semester with the uncertified of attendance discipline;

2. with two or more uncertified of attendance academic disciplines – a full tuition fee for the respective semester.

(2) Students who have interrupted their studies due to an “uncertified of attendance semester” can sit for the untaken exams from the previous completed periods of study - certified of attendance semesters.

(3) Students who have enrolled again in an uncertified of attendance semester shall be required to accomplish the study programme completely and all the obligations related to the disciplines which they have failed to obtain certification of attendance.

(4) Upon the re-enrollment of a semester all the successfully passed colloquia and certifications of attendance in the disciplines with untaken examinations, as well as all the successfully passed exams shall be recognized.

Art.113. (1) The student shall submit a written request for clarification of his/her student status not later than the expiration of the defined enrollment period for the respective semester.

(2) In order to continue his/her education the student shall pay the normatively determined tuition fee within one week from the date of the response to the request.

(3) Provided the student does not fulfill his/her obligation under para1 - the provisions of the Rules of Procedures of the University and these Regulations shall be applied.

Art. 114. After the expiration of the period of interruption the student shall continue his/her studies in accordance with the current study plan at the time of the re-establishment and shall be obliged to fulfill all obligations thereunder.

## **Section. V. Removal and Suspension**

Art.115. The student shall be removed from MU - Varna upon:

1. successful completion of the course of education;
2. leaving the University;

3. transfer to another higher education institution.

Art. 116. (1) The student shall be suspended from the University for a specified period of time under an order of the Rector, upon a report from the Dean / Director of the College (branch) in the following cases:

providing false information whereupon he/she has been admitted to the higher school or forgery of documents certifying his/her student status - for a period of 6 years;

systematic neglect of his/her duties related to the study plan or the regulations of MU - Varna:

a. inability to move on to a higher course of education, according to the regulated requirements in the Regulations and depleted right to interruption under Art. 109, para 3 - for a period of 1 to 3 years;

b. failure to comply with the specified in the Regulations periods of enrollment (non-payment of the tuition fee within the determined period of time) and depleted right to interruption under Art. 109, para 3 - for a term of 1 to 3 years;

c. non-continuation of education in accordance with the study plan after the expiration of the period, provided for in Art. 113, para 2 - for a term of 1 to 3 years;

d. occurrence of any act or conduct contrary to the Regulations and the civil principles and ethics in MU-Varna and the country (provided for in Art. 196, para 1) - for a term of 1 to 3 years;

e. other systemic violations of the Regulations of MU-Varna.

3. conviction to imprisonment for intentionally committed criminal offense.

(2) The period of removal shall be determined individually in each case by the Rector – upon an order of removal.

Art. 117. No later than two weeks before the expiration of the period of suspension the student shall submit a written request for reinstatement of his/her student rights and continuation of his/her education. In case of failure to submit the request within the above-mentioned period, the student shall be deemed to have left the University on his/her own will and shall be removed from MU-Varna.

Art. 118. The right of reinstatement of student rights can be applied only once upon a written request to the Rector through the Dean / Director, enclosing documents certifying the existence of grounds for reinstatement and after paying an administrative fee, determined by the Academic Council.

### **Completion of Education**

Art. 151. The education in the specialty “Dental Medicine” shall be accomplished through passing state exams in: Prosthetic Dental Medicine; Conservative Dentistry; Oral and Maxillofacial Surgery; Pediatric Dental Medicine; Periodontology and Oral Mucosal Diseases; Orthodontics.

Art. 177. Students in the specialty “Dental Medicine” who have fulfilled their obligations under the study plan and passed successfully the state examinations shall receive a diploma, under the established pattern, of higher education in the specialty “Dental Medicine” of the educational-qualification degree “Master”, with professional qualification “Master - Doctor in Dental Medicine”.

### **Awards and Sanctions**

Art.195. (1) Each student at the University can be stimulated with an award for the achievement of high success in the education and research activities, worthy acts of citizenship, contribution to the development of health sciences and special merit to the development and promotion of the reputation and prestige of the University.

(2) awards under para 1 shall be determined and awarded under the order and manner established by a resolution of the Academic Council, on the recommendation of the Rector or the head of the basic unit - the Dean / Director of the College (branch).

Art.196. (1) Each student of MU-Varna who violates the statutory regulations and / or the internal regulations of the University, or with his/her behavior undermines the prestige and reputation of the University, at the proposal of the Dean / Director of the College / branch and depending on the severity of the offense shall be subject to the following sanctions by the Rector:

- 1.reprimand;
2. warning of removal from MU-Varna;
- . suspension from MU-Varna for a specified period.

(2) The sanctions under the preceding paragraph shall be imposed by the Rector upon a written order, at the proposal of the Dean / Director, after having received a written explanation and having clarified the case, taking into consideration all facts. The order shall be submitted to the student by the organizer of educational activities in the respective Dean’s Office / student affairs office of the College (branch) and in case of impossibility of delivery it shall be sent to the declared correspondence address at enrollment by a registered letter with acknowledgment of

receipt.

Art. 197. (1) In case of proven cheating at current control, semester or state examination or plagiarism in the development of a course or diploma thesis, the student shall obtain a poor grade.

(2) In case of proven property damage to the training facilities, students shall be sanctioned for the first offense with a warning of removal and for the second offense with suspension for a period of time specified by the Rector.

(3) In all cases of proven property damage under the preceding paragraph the student shall remove the damage at his/her own expense, including, if necessary, the purchase of a new identical piece of property or paying the market price of the damaged one.

#### **CONTACT DETAILS:**

Internet Address of MU-Varna: [www.mu-varna.bg](http://www.mu-varna.bg)

#### **IMPORTANT TELEPHONE NUMBERS:**

Switchboard: +35952/677050

Rector's Office: +35952/650 057 / ext. 2002, 2003 /

#### **FACULTY OF DENTAL MEDICINE**

Students' office +35952/677202

**Course Supervisor of the First Course Students, specialty "Dental Medicine":** Dr. Sirma Angelova - e-mail: [dsirma\\_angelova@abv.bg](mailto:dsirma_angelova@abv.bg);

**Head of Student Affairs Office:** Svetlana Grancharova - +35952/677013 / ext.: 2013 /

#### **Library**

**Director of the Library:** Romyana Radeva +359 52 677 113 / ext.: 2604 / Reading Room: ext.: 2606

**"St. Marina" University Hospital for Active Treatment EAD - Varna:** Switchboard: +35952/302851

**"St. Anna" Hospital for Active Treatment EAD- Varna**

Switchboard: +35952/655911; 648230; 648231

**"Prof. Dr. Dimitar Stamatov" Specialized Hospital of Obstetrics**

**and Gynecology for Active Treatment - Varna – EOOD**

Secretary: +35952//677283 /ext. 2083/

**Specialized Hospital for Active Treatment of Eye Diseases - Varna**

EOOD Switchboard: +35952// 634091

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Switchboard: +35952// 665200

**Medical College – Varna**

Student Affairs Office: +35952// 677285; 677265

Secretary: +35952// 677264

**Student Residence House, Bregalnitza, Str., bl.3**

Portal: +35952//634 859

Manager: +35952//635208

**Student Residence House, Petar Raichev, Str., bl. 35**

Reception: +35952//634859

Manager: +35952//635208

## **IMPORTANT**

### **Current Control**

Art.73. (1) Current control shall be a mandatory component of student academic work and shall be targeted at testing the knowledge and practical skills in the framework of the semester (academic module).

(8) Students who have missed a scheduled sitting for planned current control on the announced by the departments (ESS) dates - regular and working off shall pay the approved by the Academic Council fee for the subsequent sitting for them.

### **Certification of Attendance of Semesters**

Art.75. (1) Students without a certified of attendance semester shall not be allowed to sit for semester examinations during this semester.

(2) Students without a successfully passed examination in a propaedeutic discipline or preclinical special discipline shall not be allowed to sit for an examination in an upgradeable clinical discipline from the study plan.

(3) Full-time students shall be entitled to three sittings for a semester examination on a discipline, respectively during the regular, resit and liquidation sessions.

(4) Students shall be allowed to sit for resit and liquidation sessions with an unlimited number of untaken examinations.

(5) Students shall be allowed to sit for an examination only with prior issued exam protocols at the Dean's Offices/ student affairs office of the College (branch) and upon submitting a student's book. In case of a permitted extraordinary out-group or out-session sitting for an exam, the Dean's Offices/ student affairs offices shall be required to prepare an individual examination protocol for the respective student. The Departments (ESS) shall conduct an examination only upon a protocol with an indicated date on it.

Art.90.(3) A student who has not met the terms of enrollment shall interrupt their training in an administrative way, with the right to enroll for the respective semester in the next academic year.

### **Attendance**

Art.93. Courses of study shall be compulsory for students. The attendance of classes (exercises, training practices, traineeship) shall be recorded in the control file of students.

### **Absences**

Art.95.(2) An excuse for absences and permission for working off of classes missed for valid reasons shall be granted by the Dean / Director upon a submitted request to the respective Dean's Office / student affairs



office of the College (branch), not later than one week after the absences incurred.

Art.96. (1) Without a valid reason, the student shall be entitled to three absences from exercises in an academic discipline (training practice), whereupon the student shall be required to work off two of them for the certification of attendance of the semester, according to a schedule, approved by the Department (ESS). When the training includes only a course of lectures - the student shall be entitled to be absent without valid reasons up to three times from one academic discipline per semester.

Art. 97. (1) Without passing the scheduled current control / colloquium/ in the study programme, the student cannot obtain certification of attendance of the respective discipline at the end of the semester and cannot sit for an exam in it.

### **Interruption of Studies to “poor performance”**

Art.104. (3) Students who have more than two untaken exams for the respective course after the liquidation session shall interrupt their study due to “poor performance”.

### **Pre-graduate traineeship**

Art. 106. The launch of the pre-graduate traineeship shall not be allowed without passing all the semester exams of the study plan of the previous years.

