



STUDENT HANDBOOK OF THE FIRST-YEAR STUDENT 2026/2027 г.



FACULTY OF DENTAL MEDICINE

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



**STUDENT HANDBOOK
FACULTY OF DENTAL MEDICINE**



**VARNA
2026**

Dear First-Year Students,

It gives me immense pleasure to extend a warm welcome to each of you joining the community of Medical University “Prof. Dr. Paraskev Stoyanov” – Varna!

You have made your choice and have been admitted to the best university among the medical higher education institutions in our country, which means that you have already achieved a lot. Though you may come from different places and have diverse interests, you are all united in your desire to develop yourselves in the field of medical sciences and discoveries. Therefore, I am confident that you are looking forward, with anxiety and curiosity, to your first year of study, full of challenges and hardships and yet abundant in plenty of success, emotions and forging new friendships.

Studying at the Medical University of Varna is a very special part of your life, so it is important to remember that here you have the perfect opportunity to learn all you need striving to become the best physicians, pharmacists and healthcare professionals. At your disposal, you have state-of-the-art university facilities and educational resources, as well as our lecturers – experts with long-term academic and clinical experience, well-proven professionals in their fields. Trust them, reach out to them, demand from them, and bravely share your ideas! Young scientists are our priority!

I know that a large number of you are passionate about sports and arts. Hence, we pay special attention to your talents, creating excellent conditions for their flourishing.

Study, explore, practise sports, enjoy yourselves! The reputation of the Medical University of Varna is inspiring, and we will be there to support you in everything that lies ahead. It is my sincere belief that a day will come when you will leave a mark on the healthcare system, and you will be highly appreciated – both in our country and abroad!

Wishing you good luck and a prosperous new academic year!

*Prof. Dimitar Raykov, MD, PhD, DSc
Rector of Medical University
“Prof. Dr. Paraskev Stoyanov” - Varna*

A stylized, handwritten signature in black ink, likely belonging to Prof. Dimitar Raykov. The signature is fluid and cursive, with a prominent initial 'D' and 'R'.

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

RECTOR: Prof. Dimitar Raykov, MD, PhD, DSc

VICE-RECTOR “CAREER DEVELOPMENT”

Prof. Dr. Mariya Negreva, MD, PhD, DSc

VICE-RECTOR “SCIENCE AND RESEARCH”

Prof. Dr. Violeta Iotova, MD, PhD, DSc

VICE-RECTOR ACADEMIC AFFAIRS

Prof. Dr. Albena Kerekovska, MD, Ph.D.

VICE-RECTOR “INTERNATIONAL COOPERATION”

Prof. Dr. Mario Milkov, MD, PhD

VICE-RECTOR “POSTGRADUATE EDUCATION”

Prof. Dr. Nikola Kolev, MD, PhD

DIRECTOR DIRECTORATE “ACCREDITATION AND QUALITY”

Prof. Todorka Kostadinova, Ph.D.

DEAN OF THE FACULTY OF DENTAL MEDICINE

Assoc. Prof. Dr. Georgi Papanchev, DMD, PhD

VICE DEAN OF THE FACULTY OF DENTAL MEDICINE

Prof. Dr. Hristina Arnautska, DMD, PhD, DSc

VICE DEAN OF THE FACULTY OF DENTAL MEDICINE

Assoc. Prof. Dr. Dzhendo Dzhendov, DMD, PhD

DEAN OF THE FACULTY OF MEDICINE

Prof. Emil Kovachev, MD, PhD, DSc

**VICE DEAN “EDUCATIONAL AFFAIRS, ACCREDITATION AND
QUALITY”:**

Assoc. Prof. Mariya Dimova-Mileva, MD, PhD

DEAN OF THE FACULTY OF PHARMACY

**Assoc. Prof. Dr. Svetlana Fotkova Georgieva,
MScBiotech, PhD**

**VICE DEAN “SCIENCE AND RESEARCH AND CAREER
DEVELOPMENT”**

Assoc. Prof. Galina Yaneva, PhD

**VICE DEAN “EDUCATIONAL AFFAIRS, ACCREDITATION AND
QUALITY”**

Assoc. Prof. Anna Todorova, MScPharm

DEAN OF THE FACULTY OF PUBLIC HEALTH

Prof. Dr. Teodora Dimitrova, MD, PhD

**VICE DEAN “EDUCATIONAL AFFAIRS, ACCREDITATION AND
QUALITY”**

Assoc. Prof. DR. Eliyana Ivanova, MD, PhD

VICE DEAN “SCIENCE AND RESEARCH”

Assoc. Prof. Dr. Nataliya Usheva, MD, PhD

DIRECTOR OF THE MEDICAL COLLEGE

Prof. Antoaneta Tsvetkova, PhD

DIRECTOR OF AFFILIATE SLIVEN

Prof. Ivan Alexandrov, PhD, DSc

DIRECTOR OF AFFILIATE VELIKO TYRNOVO

Assoc. Prof. Vesela Lyubenova

**DEPARTMENT OF FOREIGN LANGUAGE TEACHING,
COMMUNICATIONS AND SPORT**

Assoc. Prof. Ilina Doykova, PhD

FACULTY OF DENTAL MEDICINE TELEPHONE DIRECTORY				
Name	Position	Room	Telephone	
Assoc. Prof. Dr. Georgi Papanchev, DMD, PhD	DEAN	209	+35952/ 677 201	2201
Prof. Dr. Hristina Arnautska, DMD, PhD, DSc	VICE DEAN	301a	+35952/ 677 050	-
Assoc. Prof. Dr. Dzhenko Dzhenkov, DMD, PhD	VICE DEAN	301a	+35952/ 677 050	2849
Denitsa Goranova Miglena Kavaklieva	Students' Affairs Officer- English language education	201a	+35952/ 677 202	2202
Ivelina Ivanova – Atanasova	Students' Affairs Officer- Bulgarian language education	201b	+35952/ 677 207	2207
DEPARTMENT OF DENTAL MATERIALS SCIENCE AND PROSTHETIC DENTAL MEDICINE				
Prof. Dr. Mario Milkov, MD, PhD	Head of the Department	402a	+35952 677 050	2803
Prof. Eng. Tsanka Dikova, PhD, DCs	Head of the ES	302	+35952 677 213	2213
Assoc. Prof. Dr. Iveta Katrev, DMD, PhD	Head of ES "Propedeutics of Prosthetic Dental Medicine"	627	+35952 677 050	
Assist. Prof. Mariyana Dimitrova, DMD	Administrative assistant professor	627	+35952 677 050	
DEPARTMENT OF CONSERVATIVE DENTISTRY AND ORAL PATHOLOGY				
Assoc. Prof. Dr. Tsvetelina Borisova – Papancheva, DMD, PhD	Head of the Department	610	+35952 677 214	2214
Assoc. Prof. Dr. Miglena Balcheva – Eneva, DMD, PhD	Head of the ES Oral Pathology, Dental Allergology and Physical Therapy	623	+35952 677 050	
Dr. Ana-Mariya Miteva, DMD	Administrative assistant professor	625	+35952 677 239	2239
DEPARTMENT OF ORAL SURGERY				
Prof. Tihomir Dobrinov Georgiev, DMD, PhD, DSc	Head of the Department	608	052 677 050	-

Dr. Madlen Ali Ahmed, DMD	Administrative assistant professor	615	+35952 677 231	2231
DEPARTMET OF PEDIATRIC DENTAL MEDICINE				
Assoc. Prof. Dr. Miglena Todorova Georgieva - Dimitrova, MD, PhD	Head of the Department	403	+35952 677 050	2222
Ch. Assist. Prof. Elena Todorova Dimova, MD, PhD	Administrative assistant professor	621	+35952 677 236	2236
DEPARTMENT OF PERIODONTOLOGY AND DENTAL IMPLANTOLOGY				
Prof. Dr. Stefan Peev, DMD, PhD, DSc	Head of the Department	609	+35952 677 050	
Dr. Zlatina Tsoneva, DMD	Administrative assistant professor	618	+35952 677 233	2233
DEPARTMENT OF ORTHODONTICS				
Assos. Prof. Dr. Iliyana Georgieva Atanasova, DMD, PhD	Head of the Department	306	+35952 677 050	
Dr. Nikolay Trifonov, DMD	Administrative assistant professor	629	+35952 677 050	2837
ADMINISTRATIVE OFFICE				
Reception desk		Lobby	+35952/ 677 227	2227
UNIVERSITY DENTAL CENTRE				
Varna, Tzar Osvoboditel Str. 84 e-mail: reception-mdc@ mu-varna.bg Work time: Monday – Friday 08:00 – 19:30	Reception desk	5 th floor	+35952/ 677 299 +359 882 413 456	2299
AUDITORIUMS AND HALLS				
Training hall of PDM and Orthodontics	basement	14		
Casting Hall	basement	15		
Training hall of PDM and Orthodontics	basement	16		
Training hall of Dental Materials Science	basement	17		
Sterilization Hall	basement	18		

Training hall of PDM and Orthodontics	basement	22		
Seminar hall	basement	27		
Auditorium "Assoc. Pfof. Dimityr Klisarov, MD, PhD"		103		
Auditorium B		111		
Clinical Hall Trainees	<i>Dental Assistant</i>	121	+35952/ 677 050	2829
Clinical Hall Trainees	<i>Dental Assistant</i>	208	+35952/ 677 050	2816
Preclinical Phantom Hall	<i>Dental Assistant</i>	211/ 212	+35952/ 677 223	2223
Preclinical Phantom Hall	<i>Dental Assistant</i>	213	+35952/ 677 050	2800
Clinical Hall Trainees – Oral Surgery	<i>Dental Assistant</i>	215		
Seminar hall		218		
Clinical Hall of Oral Surgery	<i>Dental Assistant</i>	223	+35952/ 677 050	2801
Clinical Hall of Physical Therapy		224		
Clinical Hall of Pediatric Dental Medicine	<i>Dental Assistant</i>	310	+35952/ 677 050	2817
Clinical Hall of Prosthetic Dental Medicine	<i>Dental Assistant</i>	311	+35952/ 677 050	2818
Clinical Hall of Prosthetic Dental Medicine	<i>Dental Assistant</i>	312	+35952/ 677 224	2224
Clinical Hall of Oral Surgery	<i>Dental Assistant</i>	313	+35952/ 677 050	2826
Clinical Hall of Pediatric Dental Medicine	<i>Dental Assistant</i>	313a	+35952/ 677 050	2819
Clinical Hall of Oral Pathology and Dental Allergology		408	+35952/ 677 225	2225
Clinical Hall of Orthodontics	<i>Dental Assistant</i>	409	+35952/ 677 050	2823
Clinical Hall of Periodontology	<i>Dental Assistant</i>	412	+35952/ 677 050	2824
Clinical Hall of Conservative Dentistry	<i>Dental Assistant</i>	413	+35952/ 677 050	2825
Clinical Hall of Conservative Dentistry	<i>Dental Assistant</i>	414	+35952/ 677 226	2226

ACADEMIC COORDINATORS			
Cours	Academic coordinator	GSM	E-mail
I	Assoc. Prof. Dr. Sirma Angelova, DMD, PhD	0888 147 562 0895 663 317	<i>drsirmaangelova@gmail.com</i>
II	Assoc. Prof. Dr. Miglena Balcheva-Eneva, DMD, PhD	0888 571 862	<i>dr_balcheva@abv.bg</i>
III	Dr. Berk Remziev, DMD	0895 494 748	<i>berk.tamerov@mu-varna.bg</i> <i>b.tamerov@gmail.com</i>
IV	Assoc. Prof. Dr. Sirma Angelova, DMD, PhD	0888 147 562 0895 663 317	<i>drsirmaangelova@gmail.com</i>
V	Assoc. Prof. Dr. Miglena Balcheva-Eneva, DMD, PhD	0888 571 862	<i>dr_balcheva@abv.bg</i>
VI	Dr. Berk Remziev, DMD	0895 494 748	<i>berk.tamerov@mu-varna.bg</i> <i>b.tamerov@gmail.com</i>

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

At the Faculty of Dental Medicine at MU - Varna trains doctors in Dental Medicine, with the educational and qualification degree “Master”. They are capable to implement successfully in real social environment the acquired knowledge and skills for the protection, restoration and improvement of the dental health of the population. The mission the Faculty is address towards public dental health needs.

In accordance with the Higher Education Legislation and the Ordinance of 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 is with a duration of 5 years (ten semesters). The training include also Pre-graduate Traineeship after the 10th semester (135 working days or 1080 hours), as well as two training practices of 30 calendar days (150 hours) after the sixth and eighth semester.

The theoretical training is performet by the means of through compulsory, optional and facultative disciplines in the form of lectures, seminars, practical classes and individual activitis.

The practical training is performet by the means of practical classes during the semester education, training practices and Pre-graduate traineeship. The practical training of students includes a certain number 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 basic medical science, proper understanding of scientific methods, evaluation of scientifically established facts and data analysis;
- Adequate understanding of the structure, psychology and behavior of healthy and sick individuals and the influence of social factors upon dental health;
- Adequate knowledge of the structure and functions of teeth, mouth, jaws and surrounding tissues, as well as their influence upon

common health and social well-being of the patient;

- Adequate knowledge of clinical medicine and dental medicine disciplines, which provides for the dental medicine doctor capability for proper interpretation of anomalies, lesions and diseases of teeth, mouth, jaws and surrounding tissues; adequate knowledge of the prophylaxis, diagnostics and therapeutic aspects of dental medicine science.

As a consequence of the basic education, the dental medicine doctor has to gain the required skills for conducting all activities involving prevention, diagnostics and treatment of anomalies and diseases of teeth, mouth, jaws and surrounding tissues. The ultimate objective of the education is the training of dental medicine doctors who are able to satisfy the public dental health needs at high professional level and to create conditions for prophylaxis of oral-dental disorders and promotion of dental health.

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

1. Professional behavioral patterns, Ethics and Law.
2. Communication and Interpersonal relationship.
3. Basic knowledge of medicine and dental medicine pre-clinical and clinical disciplines.
4. Collection of clinical and para-clinical data, clinical cases-related interpretations, analysis and judgment and decision making.
5. Diagnostic procedures and organization and performance of treatment plan.
6. Establishment, preservation and restoration of dental health by the means of adequate competence on: Oral Medicine, Periodontology, Cariesology and Endodontics, Oral Surgery, Pain and Stress Management, Prosthetics, Orthodontics, Emergency Conditions.
7. Promotion of Dental Health.

ACADEMIC YEAR 2026/2027

Academic Calendar for Full-time Students in the Educational and Qualification Degree “Master”, Programme of Medicine and Dental Medicine

I. Winter semester

Regular training	Official Holidays	Regular examination session	Retake examination session
14.09.2026 - 25.12.2026 15 academic weeks <i>For first-year students:</i> 05.10.2026 – 25.12.2026	14.09.2026 22.09.2026 01.10.2026 08.12.2026 24.12. - 25.12.2026	04.01. - 29.01.2027	04.02.- 12.02.2027

II. Summer semester

Regular training	Official Holidays	Regular examination session	Retake examination session
15.02.2027 - 28.05.2027 15 academic weeks	03.03.2027 30.04. - 04.05.2027 06.05.2027 24.05.2027	03.06. - 09.07.2027	12.07. - 23.07.2027

III. Summer practice for third- and fourth-year students

Students with successfully passed exams	12.07.2027 – 10.08.2027 /30 calendar days/
Students with outstanding exam(s) from the regular examination session	26.07.2027 – 24.08.2027 /30 calendar days/

IV. Pre-graduate state internship

Dental Medicine	15.09.2026 r. – 28.05.2027 r. /135 calendar days/
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V. September retake examination session	23.08.2027 – 10.09.2027
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TRAINING PLAN

ACADEMIC 2026/2027 YEAR

№	ACADEMIC DISCIPLINES	USR	MU-VARNA	Lectures	Exercises	Credits	Exam S-r	
1	2	3	4	5	6	7	8	
		4880	5115	1860	3255	347		
Compulsory Academic Disciplines								
1	Chemistry	60	60	36	24	4	I	
2	Physics and Biophysics	60	60	30	B30	5	I	
3	Human Biology, Human Genetics, and Regenerative Medicine	105	105	45	60	7	II	
4	Latin Language	45	45	15	30	3	II	
5	Foreign Language	60	60	15	45	5	IV	
6	Computer technique	30	30	15	15	3	II	
7	Sport		120	0	120	6	IV	
Compulsory Medical and Medical-Biological Academic Disciplines								
8	Cytology, General histology and Human Embryology	45	45	15	30	4	I	
9	Anatomy and Human Histology	255	255	90	165	18	III	
10	Biochemistry	90	90	45	45	7	III	
11	Human Physiology	150	150	75	75	10	IV	
12	Microbiology	90	90	45	45	6	V	
13	Social Medicine and Medical Ethics	45	60	30	30	4	IV	
14	Medical Psychology	30	30	15	15	2	IV	
15	Medicine in Disastrous Situation	30	30	15	15	2	IV	
16	Pharmacology	90	90	30	60	6	V	
17	Pathophysiology	60	60	30	30	4	V	
18	Hygiene, Preventive Medicine and Epidemiology	60	60	38	22	4	VI	
19	Pathoanatomy	90	90	44	46	6	V	
20	Surgery	75	75	30	45	5	VI	

21	Anaesthesiology and emergencies		75	30	45	5	VI	
22	30		30	15	15	2	VI	
23	Otorhino-laryngology		30	15	15	2	VI	
24	Internal diseases (general medicine) and immunology	90	90	45	45	6	VIII	
25	Pediatrics	60	60	45	15	4	VIII	
26	Forensic Medicine	30	30	15	15	2	VII	
27	Obstetrics and Gynecology	15	30	15	15	2	VIII	
28	Dermatovenereology	45	45	15	30	3	IX	
29	Neurology and Psychiatry	30	30	16	14	2	IX	
30	Ophthalmology	15	15	7	8	1	IX	
Compulsory Special Dental Medicine								
31	Dental Materials	60	60	60	30	30	5	II
32	Prosthetic Dental Medicine:	720	720	720				
	I. Functional Anatomy of the Masticatory System, Dental Morphology and Occlusion			120	30	90	9	II
	II. Propedeutics of Prosthetic Dental Medicine			255	75	180	17	V
	III. Clinic of Prosthetic dental medicine			345	75	270	23	X
33	Conservative Dentistry:	540	540	540				
	I. Propedeutics of Conservative Dentistry			180	60	120	12	VI
	II. Clinic of Conservative Dentistry			360	60	300	24	X

	<i>Oral and Maxillofacial Surgery:</i>		510					
34	I. Propedeutics of Oral and Maxillofacial Surgery. Local Anesthesia in Dental Medicine	500	120	60	60	8	VI	
	II. Clinic of Oral and Maxillofacial Surgery. Special Surgery		390	90	300	26	X	
	<i>Pediatric Dental Medicine:</i>		300					
35	I. Propedeutics of Pediatric Dental Medicine	300	60	30	30	4	V	
	II. Clinic of Pediatric Dental Medicine		240	60	180	16	X	
36	Dental Prophylaxis	60	60	30	30	4	VII	
37	Public Dental Health - Practice Management, Professionalism, Legislation, Behavioral Sciences, Social Aspects, Interprofessional Collaborative Care	135	135	75	60	9	VI	
38	Oral Pathology and Gerodontology	45	60	30	30	4	VII	
39	Orthodontics	225	225	75	150	15	X	
40	Parodontology and Diseases of the Oral Mucosa (DOM)	210	210	90	120	14	IX	
41	Dental implantology	135	135	60	75	9	X	
42	Image diagnostics and digital technologies	90	90	30	60	6	VII	
43	Dental Allergology	45	45	30	15	3	VIII	
44	Physiotherapy (General and Specific)	30	30	15	15	2	VIII	

ELECTIVES STUDIES (not all offered in English)

№	Subject	Number of Lectures/ Seminars	ECTS Credits
1.	Sport	0/30	2
2.	Nanomaterials and Nanotechnology in Dental Medicine	15/0	2
3.	Psychoanalysis	15/15	2
4.	Phytotherapy	30/0	2
5.	Bulgarian language - introduction to the terminology of dental medicine	0/120	5
6.	Bulgarian language - dental communication	0/120	5
7.	Obstructive sleep Apnea and Snoring. Diagnostics. Treatment. Prevention	20/10	2
8.	Pathophysiology of some socially significant diseases	30/0	2
9.	Immunology	15/0	2
10.	Dental photography	15/0	2
11.	Bulgarian language – A1 and A2	60/240	11
12.	Bulgarian language – B1 and B2	0/270	10
13.	Terminology and communication in the dental practice	0/180	7
14.	First Aid at Home and in the Office	15/0	2

FACULTATIVE TRAINING DISCIPLINES

№	Subject	Number of Lectures/ Seminars	ECTS Credits
1.	Fundamentals of nutrition of healthy and ill person	15/0	2
2.	English for Communication in Dental Medicine	0/60	3
3.	German for Communication in Dental Medicine	0/60	3
4.	Foreign Language (English/German)	0/30	2

TRAINING PRACTICE

№	Subject	Hours	ECTS Credits
1.	Training practice after 6-th semester	150 hours	5
2.	Training practice after 8-th semester	150 hours	5

**PRE-GRADUATE CLINICAL PRACTICE (INTERNSHIP)
AFTER 10-TH SEMESTER – 135 WORKING DAYS
(1080 HOURS)**

№	State Clinical practice (Internship)	Days	ECTS Credits
1.	Prosthetic Dentistry	30	10
2.	Oral and Maxillofacial Surgery	30	10
3.	Conservative Dentistry	30	10
4.	Pediatric Dentistry	15	5
5.	Orthodontics	15	5
6.	Periodontology and Diseases of the Oral Mucosa	15	5

STATE EXAMINATIONS

№	State examination	ECTS Credits
1.	Prosthetic Dentistry	2,5
2.	Oral and Maxillofacial Surgery	2,5
3.	Conservative Dentistry	2,5
4.	Pediatric Dentistry	2,5
5.	Orthodontics	2,5
6.	Periodontology and Diseases of the Oral Mucosa	2,5

MU-VARNA INSTITUTIONAL POLICIES

Attendance

Attendance is mandatory to all lectures, labs, practical seminars, colloquiums, internships!

Active participation in the dental medicine education programme is a critical component of the professional development of a physician. Instructional settings involving small groups of students allow closer student interaction, an opportunity for more informal career exploration.

Lack of attendance for any reason (due to an illness or excused absence) does not relieve a student from responsibility to make up for the missed classes. Even if the student submits a doctor's note (which he/she shall do **not later than one week** after the absence and not at the end of the semester) the student is still obliged to make up for all required work.

Right after the absence the student has to discuss with the instructor when and how he/she shall compensate the missed seminars, labs, practical seminars, colloquiums.

Professional behaviour requires that students notify the academic coordinator and the student affairs officer about any anticipated or sudden absence. **Note that you have to make up for all outstanding work later on!**

It is the student's responsibility and not their instructor's to make sure that the make-up is completed in a timely manner.

Grading system Overview

Examinations are viewed as instruments for the promotion of learning as means to encourage students to achieve their maximum potential and as opportunities to develop the capacity for self-evaluation and self-knowledge. The instructors will conduct periodic assessment of students' progress during the semester as well as their knowledge and skills by the mandatory colloquiums.

At the beginning of a course, the course instructor clearly describes the criteria utilized for assessment of student performance as well as the minimum required for passing the course. This should include the number and format of all semester examinations. The final obtained grade will be from the grading system from 2 to 6 where 2 is failed and 6 is the highest possible.

The final obtained grades for each discipline (course) will appear on the student transcript as well as the earned ECTS credits. The final grades included in the transcript will be with figures and letters.

Grading system used at MU-Varna

- 2 – Poor (failed) – corresponds to F
- 3 – Satisfactory – corresponds to DE
- 4 – Good – corresponds to C
- 5 – Very good – corresponds to B
- 6 – Excellent – corresponds to A

EXTRACTS FROM THE RULES AND REGULATIONS OF THE EDUCATIONAL AFFAIR AT MEDICAL UNIVERSITY – VARNA

Rights and Obligations of Students

Art.188. People who have acquired the status of students at Medical University “Prof. Dr. Paraskev Stoyanov” – Varna have to obey to the requirements of the Legislation of High Education, the Rules and Regulations of the activities at Medical University – Varna, Rules and Regulations of the Educational Affairs at MU-Varna, inner Acts of Regulations, rules and procedures at the University.

Students’ Rights

Art. 189. (1) Each student at MU-Varna has the rights to:

1. to gain education and professional qualification in accordance the training plan and the unified state requirements and according to the contemporary achievements in the respective scientific scope;

2. to study all the disciplines of the respective specialty;

3. to make options of elective and facultative disciplines of the approved for the respective specialty training plan;

4. to obtain qualified contribution and supervision by the habilitated and non-habilitated tutors for the purpose to acquire knowledge and skills;

5. to utilize for educational purposes the technical and data base of the University;

6. if capable, to take participation in facultative activities, researches and exploration, corresponding to the level of his/her scientifically-based knowledge;

7. to express opinion about the quality of the training process, strictly following the established rules;

8. to elect and to be elected into the structures of Management Body of the University and its departments in the cases determined into the Law and Regulations of the University;

9. to remove to other university, faculty, specialty, degree or form of education in accordance to the Legislation and actual regulation at the University;

10. to interrupt their education, and continue after that under the terms and conditions determined by MU-Varna. The University provides the opportunity for the student to interrupt his/her education based on personally submitted application, or following the

administrative procedure (without submission of an application);

11. to go to vacation with duration of minimum 30 days in the frames of one academic year;

12. to gain financial support in the form of a loan for the purposes of education in accordance to the actual legislation and the regulations of the University;

13. to utilize students' cafeteria, medical services, as well as all the facilities and equipment of the University for training, scientific researches, sports and cultural activities interms determined by the State and MU-Varna;

14. to participate in educational, scientific, cultural and sports communities for protection and satisfaction of his/her interests, as well as to take part in international organizations whose activity is not in discrepancy to the Legislation of the Republic of Bulgaria;

15. to obtain information about educational, scientific, social-domestic and financial affairs.

16. to continue his/her education in higher educational or educational and scientific degree in conditions defined for this purpose;

17. exercise other rights established in the Law of High Education, the Rules and Regulations of the Medical University – Varna and other inner Normative Acts of the University.

Art.192. The students with severe disease, pregnant women and mothers with children younger 6 years of age are permitted to perform a reduced course of study. With the permission of the Head of the main department, these students are allowed up to 50% of absences from practical classes, but with the obligation to complete at least half of them without additional payment of a fee.

Student Obligations

Art. 194. (1) Each student at MU- Varna is obliged to:

1. to attend regularly, to be properly prepared and to participate actively in the obligatory forms of classes, in accordance to the training plan and tuition programmes;

2. to prepare himself/herself and to lay in the preliminarily deretmined terms the fixed semester and state exams, as well as to fulfill his/her other duties in accordance to the training plan and tuition programmes;

3. to be become acquainted with the active normatives and institutional rules for establishment of student's state and to follow the fixed rules for proper behavior and institutional order at the University;

4. to be respectful to his/her tutors, to the Management Body of

the Institution, to the workers and officers of the administrative and supporting staff and to the other students;

5. to preserve the image and prestige of the University and to keep its properties;

6. to keep the rules of proper behavior, academic ethics and public order on the territory of the University;

7. not to disturb the academic spirit and traditions with his/her behavior and appearance;

8. to respect the rights of intellectual property, taking responsibility for the issue of plagiarism;

9. to be enrolled for each training semester during the fixed terms;

10. to pay the obligatory tuition fees in the terms determined by MU-Varna;

11. not to conduct political and religious activities on the territory of MU-Varna;

12. to fulfill other obligations determined in Law and ascertained in the Rules and Regulations of Medical University – Varna, in the current Rules and Regulations and other inner Acts of the University or originating from decisions of the Management Body of the University.

Protection of the Common Interests of Students

Art.198. (1) The organ of protection of the common interests of all the students at the Medical University – Varna is the Students' Council. It consist of representatives of students and postgraduates of the General Assembly of the University.

Art.199. The Students' Council has the rights to:

1. to organize the election of its representatives in the Management Body of the University as well as in the Council of Guardians;

2. to make proposals for implementation of additional subjects;

3. to make proposals for inviting lecturers of other institutions;

4. to organize the formation of scientific specialized students' communities and publication of their researches;

5. in case of necessity to form and manage its own organizational units;

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

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

8. to participate in the management of students' hostels;

9. to participate in the organization of educational process, distribution of scholarships, awards and students' aids;

10. to participate with its representatives in the supervision of the internal system of assessment and maintenance of the quality of education and of the academic staff at the University; to participate in the preparation of enquiries for investigation of the students' opinion.

EDUCATIONAL PROCESS

Organization of Educational Process

Art.42. (1) The MU-Varna provides for each student the opportunity to elect subjects (elective and facultative) within the frames of the established training plans. The student declares his/her choice by submitting an electronic application through the "Web-student" platform to the lecturer leading the discipline in a period not longer than two weeks after beginning of the semester.

(2) Each student is obliged to accomplish two elective subjects during the whole course of semester education. Students trained in condition of English Language Trainig Programmes are obliged to accomplish mininum one elective subject during the whole course of semester education, except from the subjects of Bulgarian language and terminology and Communication in medicine practice. Apart from that obligatory choice, students can elect and accomplish additionally elective or facultative subjects established in the trating plan of the speciality.

(4) The accomplished elective or facultative subjects are included in the Application of the diploma and are taken into consideration for the formation of the average esteem of the student.

Art.44. (1) MU-Varna applyies a system for formation, accumulation, recognition and transfer of credits as a considerable item of the organization of the training process. Conditions and order of implementation of the system are determined on the base of Ordinance of the Minister of Education and Science and confirmed by the Academic Council of MU-Varna, procedure regulations – "Guidance for application of the systems for formation, accumulation, recognition and transfer of credits at Medical University – Varna", taking into consideration the specifics of decinite specialties.

(2) The credits are characterized as figure evaluation of the students' occupation, nessessary for acquiring definite knowledge and skills during the process of education for the purpose to gain educational-qualiftication degree of the higher education.

(4) The credits are distributed in the frames of the academic year, semesters and subjects. These credits are determined on the base of

the total fixed in the training plan students' auditorium occupation and outside activities, regarding compulsory elective and facultative disciplines, depending on the specifics of the respective specialty (lectures, practical classes and seminars, individual activities, individual activities supervised by the tutor, projects, participation in practice, internship, elaboration of course work or thesis, etc.). Each subject is characterized with a credits' equivalent based on the training plan of the speciality and the fixed into the plan total (auditorium occupation and outside activities) occupation of the student.

(5) Credits are given to students who have obtained positive mark, not lower than "DE (3.00)" for acquired knowledge and skills determined in the training plan by the means of exam or other form of estimation. Concerning subjects learned for a period longer than one semester are provided credits in correspondence to the fulfilled occupation for the signed up period.

Students' Administrative Service. Tuition Fees

Art.60. (1) The administrative services for students shall be provided by the educational organisers and academic experts within the dean's offices or the academic office of the college (branch campus), as well as by the staff of the Educational Department, under the supervision of the respective Faculty Deans / College (Branch) Directors, their Deputy Deans/Directors, and the Head of the Educational Department, via the Administrative Department, Registry Sector.

Art.62. (1) At the time of enrollment at the University student obtains a student's book issued by the Students' Affairs Office at the respective Faculty/Students' Affairs Office of the College (branch). The student's book has to be saved by the student.

(2) In case of request by the student, MU-Varna issues for the trained persons academic transcript, assurance and certificate. For the purpose of issuing an academic transcript and certificate, the student applies a Request form at the Documentary sector (electronic system created for the needs of providing administrative services for students). The student pays an administrative fee determined by the Academic Council.

(3) The documents concerning paragraph 1 and paragraph 2 have to be issued in Bulgarian language. In case of request by the student, the assurance may be accompanied by an English language translated version.

Art.66. (1) Students are required to pay a tuition fee for their

education. The tuition fee is annual and is determined either in accordance with the applicable legal framework or by decision of the Academic Council.

(5) Tuition fees shall be paid via bank transfer to the official account of Medical University – Varna. Any bank charges incurred shall be borne by the payer.

Art. 67. (1) The statutory annual tuition fee shall be paid in equal instalments, no later than two weeks after the beginning of each semester. Students may also pay the entire annual tuition fee in a single instalment at the start of the academic year. In case of a fee adjustment under Art. 66, para. 3, the difference shall be paid or refunded within two weeks after the beginning of the second semester.

Evaluation of Students' Knowledge and Skills. Current Control.

Art.72. (1) The control of the level of preparation of students' and est Art.72. (1) The control of the level of preparation of students' and estimation of their academic achievements is carried out in accordance to the specifics of different specialties and disciplines on the basis of a system for control and estimations of the students' knowledge and skills.

(2) The system for control and estimation of students' knowledge and skills includes:

1. Estimation regarding different subjects – by the means of current control (planned and non-planned) and semester exams;
2. Evaluation of the total preparation of the student regarding the respective specialty of the higher education – by the means of state exams and / or thesis defense.

Art.73. (1) The current control is an obligatory item of the training procese of the students and is related to the purpose of check-up of their knowledge and practical skills in the frames of the semester.

(4) The planned forms of current control include all the formats of check-up and estimation for which is nessessary preliminary preparation of students concerning the main items of the taught subject. Current control is carried out during the regular practical classes. The planned current control is performed by the means of colloquium and/or ascertainment of protocols of performed practical classes, accumulated credits of an elaborated project, accomplished clinical or other practical activity.

(5) The planned ongoing assessment for individual courses within a given specialty shall be carried out according to a schedule,

indicating the academic weeks of assessment within the semester and make-up dates, proposed by the Head of the Department or Teaching Sector responsible for the course. The schedule is approved by the Dean or Director of the College/Branch at the start of each semester. It is drawn up by the course coordinators, in coordination with the Heads of the Departments or Teaching Sectors, and shall comply with the requirements of Art. 73, para. 7.

(7) The schedule of planned current control is coordinated to the training time of students. It is not accepted to be performed more than three planned forms of current control in the frames of one calendar week. The planned forms of current control - colloquiums - for each subject cannot be more than two during one semester. Two weeks before the beginning of the exam session a planned current control is not performed, except from re-takes of colloquiums and re-takes for compensation of the normatives' requirements of a clinical or practical activity.

(8) Students who have skipped the dates of attendance of planned current control determined by Departments (Educational Sectors) - regular and re-take dates, pay a fixed by the Academic Council fee for the following attendances.

(9) The final mark for disciplines which, based on the training plan and programme, are only in the format of current estimation, is determined at the end of the semester.

Performance Semester Examination Sessions

Art.74. (1) The Semester exam sessions at MU-Varna are organized and performed in accordance to the Law of Higher Education. For the students of regular form of education after each regular exam session is performed one re-take session, and before the beginning of the next academic year is performed September re-take session. Semester exams' sessions are:

1. Winter exams' session - regular and re-take;
2. Summer exams' session - regular and re-take;
3. September exams' session.

(6) The Semester exams are organized and performed for each students' group by exams' commissions on the base of a schedule preliminary confirmed by the Dean / Director. The schedule is prepared by the course coordinator, together with representatives of the students, taking into consideration the proposals of exams' dates by Departments (Educational Sectors). The schedules of exams'

sessions are summarized by the Deans of the respective Faculties / Students' Affairs Office of the College (branch) and confirmed by the Head of the basic Department and are announced not later than three weeks before the beginning of the exam session – concerning regular education, and not later than the end of the attendance courses - for part-time training.

Art.75. (1) Students whose semester of education has not been officially signed are not allowed to go to the semester exams of the current semester.

(2) Students who have not successfully passed an exam of propaedeutic discipline or pre-clinical special discipline are not allowed to go to an exam on an upgrading corresponding clinical discipline of the training plan. Based on proposal of the Dean/Director of the College these disciplines are preliminary confirmed by the Faculty Council/College Council and are announced to students by the respective Students' Affairs Office at Faculties and College in accordance to the established order.

(3) Students of regular form of education have the right to go on a semester exam of a discipline for three times, respectively on regular session, re-take session and September session.

(4) Students are allowed to attend re-take exams' session and September re-take session with unlimited number of non-passed exams.

(5) Students are allowed to go on an exam only with preliminary prepared at the Students' Affairs Office at the Faculties/College (branch) exams' protocols and after represented to the exams' commission student's books. In cases of allowed exclusive attendance of an exam, separately from the group or beyond the fixed exam session period, the Students' Affairs Offices are obliged to prepare individual exam protocol for each student. The Departments (Educational Sectors) perform exams only in accordance to protocols with fixed date.

Art.76. (1) In the frames of one exams' session students are allowed to attend an exam on a definite discipline only once.

(2) A student who has not attended an exam on the fixed date is not allowed to go to another exam's date in the frames of the respective exams' session, except from the cases determined in the Rules and Regulations and the order established in their context.

Art.82. (1) Attendance of an exam separately from the group or beyond the fixed exam session period is allowed based on a Request form applied by the student not more than two weeks before the beginning of the regular or the respective re-take session . The Request form is accompanied by papers confirming the necessity of extraordinary

attendance of an exam. The Request form is addressed to the Head of the basic Institutional unit (Dean/Director) by the means of the Documentary Sector of the Administrative Department. The Request form is taken into consideration and is provided with a resolution by the Head of the basic Institutional unit (Dean/Director) before the date fixed in the exams' schedule of the respective student's group. Request forms applied after this date are not taken into consideration, except for cases of suddenly occurred respectful reasons, for which students are obliged to inform the Students' Affairs Office of the respective Faculty/the College (branch) by his/her relatives or on the phone (or by e-mail).

(2) By exclusion, students are allowed to go to exams extraordinary of the respective semester before the beginning of the regular exam session, if this is required because of extremely respectful reasons. The allowance for extraordinary attendance of exams beyond the frames of the session is preceded by permission by the Dean of the Faculty/Director of the College (branch), based on a statement of the tutor of the respective discipline. It is related to a personally applied by the student Request form and concerns a concrete situation and circumstances. To the Request form the student accompanies evidence (papers) for the reason because of which there is the necessity of going to the exam beyond the regular dates.

(3) Going to extraordinary exams beyond the frames of the fixed exam session or on an extraordinary for the discipline date, beyond the scheduled on the exam session one, is allowed only in condition of signed semester and after payment of the fixed by the Academic Council fee.

(6) An additional attendance of an exam for the purpose of change (elevation) of the mark of a successfully passed exam is allowed by the Head of the basic Institutional unit (Dean/Director) during re-take session or September (liquidation) session for the respective academic year, but not more than three times for the total period of education. The mark gained after the additional attendance of an exam is the definite one.

STUDENT STATUS

Enrollment for Education

Art.90. (1) Enrollment of students for going to the next semester of training is carried out in a definite term, in accordance to the preliminarily approved and ascertained by the Dean/Director of

the College (branch) schedule and after payment of the normatively determined tuition fee:

1. concerning students who have successfully passed all the exams – up to two weeks from the beginning of the semester;

2. concerning students with exams for the extenden or September re-take session – up to two weeks after the end of the respective exam session.

(2) After this period of time, the student's status is defined by the Rector, based on a proposal of the Dean/Director of the College (branch) correspondin to the Rules and Regulations on Educational affairs and the current Regulations, without the obligatory presence of the student.

(3) The students who have not followed strictly the terms of enrollment suspend their training in an administrative way, with the right to be enrolled for the respective semester of the next academic year.

Certification of Subjects and Semesters

Art.93. Practical classes are obligatory for the students. The presence at classes (practical classes, training practices, internship courses) is obligatory recorded in the control cards of the students.

Art.94. The semester certification of all the definite disciplines corresponds to the regular attendance of the students at practical classes.

Art. 95. (1) The student has the right to be absent from practical classes based on respectful reasons (health-related, personal, family-related causes), but not for more than one-third of the horarium according to the training plan of the respective semester, except from the cases determined of para 5.

(2) Excuses for absences and the permission for re-take of the skipped practical classes, based on respectful reasons is given by the Dean/Director after submission of a request form at the respective Student's Affairs Office at the Faculty/College (branch), not later than one week after the absences. The request form is accompanied by a paper in conformation of the respectful reasons for the absence. In cases of issued paper on the territory of another country, this paper has to be translated in a legalized way, with certification and legalization provided before its submission at the Student's affairs office at the Faculty/College. Tutors cannot accept and deal directly with papers concerning excuses of skipped practical classes.

(3) The acceptance of more than one third of the horarium based on a training plan excused absences from practical classes of a definite

discipline, as well as the presence of more than two non-compensated excused absences of a definite discipline – can serve as a reason for no certification of the semester. In these cases, the student status is determined by the Rector, based on a proposal of the Dean/Director of the College (branch).

Art.96. (1) Without representing respectful reasons, the student has the right to skip three practical classes of a definite discipline. For the aim of the certification of the semester the student is obliged to re-take two of these three skipped practical classes, based on the schedule of re-takes confirmed by the respective Department (Educational Scientific Sector). When the training program of a definite subject includes only a lecture course, the student has the right to be absent from up to three times from the lectures of the subject during one semester without respectful reasons.

(2) There are cases of more than three absences from classes of a definite subject for a semester without respectful reasons, as well as cases of more than one non-compensated unaccepted absence of practical classes of a definite subject. These serve as a prerequisite and condition for no certification of the semester. In these cases, the student's status is determined by the Rector, based on a proposal by the Dean/Director of the College (branch) of the respective institutional unit.

Art.97. (1) If a student fails to complete the planned ongoing assessment (e.g. colloquium) and/or the required minimum of practical work as defined in the curriculum, the course may not be certified at the end of the semester, and the student is not permitted to sit for the final examination in that discipline.

Art.98. (1) The compensation of skipped practical classes, training practice or required minimum of practical work based on a obligatory normative of the training program, is carried out according to a schedule that is confirmed by the Head of the Department (Educational Scientific Sector).

(2) Within a period of two weeks from the beginning of the semester each Department (Educational Scientific Sector) makes announcement of the schedule of regular re-takes of skipped classes and performance of consultations on the notice board of the Department (Educational Scientific Sector) at the respective Student's affairs office at a Faculty/College (branch).

(3) Student absences must be made up within two weeks from the date of the last absence, unless otherwise decided by the Head of Department or Teaching Sector. Make-up sessions for missed practical classes are permitted after the end of the semester, but no

later than two weeks following the start of the examination session.

(4) The compensation of skipped practical classes, training practice or unaccomplished required minimum of practical work based on the training programme, beyond the terms of the schedule of regular compensatory classes announced by the Department (Educational Scientific Sector), is carried out in extraordinary time and is accompanied by payment of an additional fee determined by the Academic Council.

(5) Consultation of students' beyond the period fixed into the schedule of regular consultations, must be carried out after payment of a fee, preliminary determined by the Academic Council.

Art.101. (1) At the end of each semester the certification of attendance of respective disciplines has to be performed by the means of the university electronic system. The ascertainment of certification is done by assistant professor/tutor, who performs practical classes. The disciplines, which according to the educational plan, consist only of lecture courses, are certified by the tutor who performs the course. Electronic certification of attendance is conducted by tutors into the tutors'-related electronic system.

Art.102. (1) The Certification of attendance for the whole semester has to be fulfilled electronically after electronic ascertainment of the disciplines of the respective semester. According to Art. 101, para 1 the certification is performed during the last week of the semester for full-time students and after accomplishment of lecture courses and practical classes of the educational plan, regarding part-time students. The certification of attendance of the semester has to be recorded in to the main registration book and electronic file of each student.

(2) There is no final certification of the semester in cases of a lack of certification on an obligatory subject of the training plan, apart from the cases described in para 3.

(3) For students who are not scheduled to begin a pre-degree internship in the next semester or academic year once during the whole course of education in case of a lack of certification on a definite subject an administrative certification of the total semester is allowed based on the assessment of the Dean / Director of the College (branch). The student fulfills all the required obligations regarding this subject during the next academic year (during the winter or summer semester, depending on and based on the training plan). Afterwards the student obtains a permission to go to an exam on the same subject. Concerning the additional re-take of the skipped practical classes (training practice) and the right for going to an exam, the student pays a definite fee fixed by the Academic Council.

Art.127. (1) The training practices end with a check of the acquired knowledge and acquired skills, which is certified in the “Record Book” for the conducted training practice. The “Record book” is an official document in which the student daily records the dental procedures, which perform. The process of recording of these procedures as under the control of the Supervisor of the practice.

(2) The student who does not have a certified practice and has not submitted to the Dean's Office/Student Affairs Office of the College a Certified Record Book, can not enroll in a higher course. An exception may be allowed for sickness, pregnancy or mothers with children younger 6 years of age. The practice must be carried out within the period fixed by the Head of the Department.

Passing to an Upper Course of education

Art.104. (2) Passing to and enrollment in an upper course of education is permitted in condition of not more than two not successfully passed exams of the respective course based on the training plan. It is obligatory these two exams to be successfully passed till the end of the academic year in which the student has already been enrolled. The students who have not successfully passed exams of the previous academic year have to suspend their education based on the reason of “poor marks (poor exams' results)”.

(3) The students who have more than two not successfully passed exams for the respective course of education after the September exams' session have to suspend their education based on the reason of “poor marks (poor exams' results)”.

Art.105. (1) Going to the exams which have not been successfully passed during the previous academic year is carried out in the frames of regulated re-take and September exams' sessions in condition of determined exams' date of the respective subject and accompanied by a permission of the Dean/Director of the College (branch). In such cases the student obtains an individual exam's protocol after payment of a definite fee fixed by the Academic Council.

Art.106. The student is not allowed to start the Internship course of education without successfully passed all the semester exams of the previous academic year based on the training plan.

Art.107. (1) Dental Medicine students who have not successfully passed an exam of a Pre-Clinics specialized subject are not allowed to continue their education and cannot be enrolled for the next semester. These students suspend their education based on the reason of “poor marks (poor exams' results)”. They can continue their education during

the next academic year after successfully passed exam.

(2) Pre-clinical specialized subject in the specialty “Dental Medicine” are: “Dental materials”, “Functional Anatomy of the Masticatory System, Dental Morphology and Occlusion”, “Propedeutics of Prosthetic Dental Medicine”, “Propedeutics of Conservative Dentistry”, “Propedeutics of Oral and Maxillofacial Surgery”, “Propedeutics of Pediatric Dental Medicine”.

Interruption of Studies

Art.109. (1) Interruption of studies is accepted for not more than twice for the whole period of education with total duration for not more than two academic years.

(2) The interruption of studies is permitted by the Rector based on a statement of the Dean/Director of the College (branch), accompanied with a written request form by the student to which are applied papers in ascertainment of the reasons for interruption:

1. recorded finding of a severe disease;
2. state of pregnancy, childbirth and upbringing of a child up to the age of two years;
3. other essential (personal-related, family-related) valid reasons, which act as obstacles for fulfillment of student's duties;

(3) Interruption of studies in an administrative way is permitted by the means of an Ordinance by the Rector based on a proposal of the Dean/Director of the College (branch) in these cases:

1. no final semester's certification – with application of a report by the tutor who has not certified the respective subject;
2. poor exams' results (a definite number of not successfully passed exams, related to the Rules and Regulations of the University) – based on an transcript of not successfully passed exams which is issued by the respective Students' affairs office of a respective Faculty/College;
3. the student has not been enrolled in a period of two weeks after the beginning of the semester (the pre-graduate internship course) or during the determined into a Rector's ordinance period of time – after represented evidence by the respective Students' affairs office at the respective Faculty/College.

Art.110. (1) In case of interruption of studies the student retains his/her student's rights, with exception of the right to attend classes.

(2) The student who has interrupted his/her studies has the right to go to an unsuccessfully passed exam from previous periods of education in correspondence to conditions of the Regulations of

the activities at MU – Varna and the present Rules and Regulations, after payment of a definite fee fixed by the Academic Council for extraordinary going to an exam.

Art.112. (1) Students who have interrupted their studies by the reason of “not certified semester” are allowed to be enrolled for the same semester during the next academic year, after payment of the determined tuition fee, respectively:

1. in case of no certification of one subject - half of the rate of the semester tuition fee for the semester with not certified subject;

2. in case of not certified two or more subjects - a full size of the tuition fee for the respective semester.

(2) Students who have interrupted their studies because of “not certified semester” are allowed to go to the not successfully passed exams of previous accomplished periods of education – certified semesters.

(3) The students who have been re-enrolled into a not certified semester are obliged to fulfil the entire training program and all the obligations related to the not previously certified subjects.

(4) In case of re-enrollment for a semester, all the successfully passed colloquiums and certifications of the subjects with not passed exams, as well as all the successfully passed exams are accepted and recognized.

Art.113. (1) Not later till the end of the definite period of enrollment for the respective semester the student is obliged to submit a written format of a request form for the purpose of clarification of his/her status.

(2) In case of continuation of his/her education the student is obliged to pay the normatively fixed tuition fee in a period of up to one week from the date of the response to the request form.

(3) If the student does not fulfil his/her duties regarding para 1 – there are applied the Rules of the Regulations of the activities of the University and the current Regulations.

Art.114. After expiring of the period of interruption of studies the student continues his/her education in accordance to the current actual training plan and is obliged to fulfil all the duties related to it.

Withdrawal and Suspension

Art.115. The student is withdrawn from the MU - Varna in these conditions:

1. successful accomplishment of the total course of education;
2. action of leaving the University;

3. transfer to another higher education institution.

Art.116. (1) The student is suspended from the University for a definite period of time based on a Rector's ordinance in relation to a report by the Dean/Director of the College (branch) in these conditions:

1. application of incorrect data related to his/her acceptance at the higher school or a case of forgery of documents regarding his/her student's status - for a period of 6 years;

2. regular negligence of his/her duties related to the training plan or to the Regulations of the MU - Varna:

a. impossibility for going to an upper course of education related to the regulated requirements of the Rules and Regulations and expired right for interruption according to Art. 109, para 3 - for a period not longer than 3 years;

b. negligence of the regulated into the Rules and Regulations terms of enrollment (no payment of the tuition fee in the definite terms) and expired right for interruption according to Art. 109, para 3 - for a period not longer than 3 years;

c. non-continuation of education in accordance to the training plan after expiry of the terms, according to Art. 113, para 2 - for a period not longer than 3 years;

d. actions and behaviour in discrepancy to the Rules and Regulations and Ethics at MU-Varna and at the country (according to Art. 196, para 1) - for a period not longer than 3 years;

e. other regular acts of violation of the Rules and Regulations of the MU-Varna.

3. conviction to imprisonment for intentionally committed criminal offense.

(2) The period of removal is determined by the Rector regarding each individual case – based on an ordinance of removal.

Art.117. No later than two weeks before expiry of the terms of removal the student is obliged to submit a written request form concerning restoration of his/her student's rights and continuation of his/her education. In case of no submission of a request form in the definite terms, it is considered that the student has left the University willingly and is withdrawn from MU-Varna.

Art.118. The right of restoration of student's rights can be exercised once, accompanied with a written request form to the Rector deposited to the Dean/Director, with applied papers in ascertainment of the reasons for restoration and payment of an administrative fee, determined by the Academic Council.

Accomplishment of Education

Art.151. The education in the speciality “Dental Medicine” is accomplished with going to unified state exams of these subjects: Prosthetic Dental Medicine; Conservative Dentistry; Oral and Maxillofacial Surgery; Pediatric Dental Medicine; Periodontology and Diseases of the Oral Mucosa; Orthodontics.

Art.177. Students in the speciality “Dental Medicine” who have successfully fulfilled their duties based on the training plan and successfully passed all the unified state exams obtain a diploma of definitely established sample of accomplished higher education in the speciality “Dental Medicine”, educational-qualification degree “Master”, with professional qualification “Master - Dental Medicine Doctor”.

Awards and Sanctions

Art.195. (1) Each student at the University can be stimulated with an award for achieved high results in the scope of education and research activities, for respectable citizen’s behaviour, for his/her contribution to the development of healthcare sciences and for his/her collaboration for the enhancement and maintenance of the good image and prestige of the University.

(2) The rewards regarding para 1 are determined and distributed in a definite way and order, defined with a decision of the Academic Council and based on a proposal by the Rector or by the Head of the main institutional unit - Dean/Director of the College (branch).

Art.196. (1) Each student at MU-Varna who violates the normatives and/or inner regulations of the University, or with his/her behavior disrespects the prestige and proper image of the University, with a proposal of the Dean/Director of the College/branch and depending on the severity of the violation can be imposed to these sanctions by the Rector:

1. reprimand;
2. warning of suspension from MU-Varna;
3. suspension from MU-Varna for a definite period of time.

(2) Sanctions under paragraph (1) shall be imposed by the Rector through a written order, upon proposal by the Dean/Director, after obtaining the student’s written explanation and ascertaining the facts of the case. The order shall be served to the student by the academic affairs coordinator/expert in the respective Dean’s Office or College

Branch Office. If personal delivery is not possible, the order shall be sent to the address for correspondence declared upon enrollment, via registered mail with acknowledgment of receipt.

Art.197. (1) In a case of a proven academic cheating during current control classes, semester exams or state exams or plagiarism by the student during fulfilment of an individual task, the student is punished with a poor mark and notification. Under conditions of a second violation the student is punished with a poor mark and a “warning for suspension”. In a case of a recurrent violation the student is punished with a poor mark “and suspension for a definite period of time determined by the Rector”.

(2) In a case of proven damages to the training equipment and facilities, students are sanctioned for the first case of violation with a warning of suspension and in a case of a recurrent violation – the students are suspended for a determined by the Rector period.

(3) In all the cases of proven damages to the training equipment and facilities regarding the previous paragraph, the student has to compensate the damages at his/her own expense including, if necessary, by the means of a purchase of new identical equipment and facilities or payment of the market price of the damaged equipment and facilities.

CONTACT DETAILS:

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