



# FIRST-YEAR MEDICAL STUDENT HANDBOOK

2025/2026



## WELCOMING ADDRESS BY THE RECTOR

***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 Medical University 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, pursue 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 prestige of Medical University–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*

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## **A BRIEF OVERVIEW OF MEDICAL UNIVERSITY “PROF. DR. PARASKEV STOYANOV” – VARNA**

Medical University “Prof. Dr. Paraskev Stoyanov” – Varna is an autonomous higher school for students’ training in a great number of undergraduate and postgraduate programmes. It is a diagnostic and medical treatment centre of national and international repute.

Medical University of Varna is a state medical school which has undergone regular accreditation by the National Agency for Evaluation and Accreditation at the Council of Ministers in execution of the Law on Higher Education in Republic of Bulgaria.

Medical University “Prof. Dr. Paraskev Stoyanov” – Varna was established on October 1<sup>st</sup>, 1961 as Higher Medical Institute. In 1995, by a Decision of the Council of Ministers of Republic of Bulgaria, it was restructured into Medical University – Varna.

There are four Faculties at Medical University “Prof. Dr. Paraskev Stoyanov” – Varna (Medicine, Dental Medicine, Pharmacy and Public Health), Medical College and three affiliates. Students are trained in more than 20 programmes (Medicine, Dental Medicine, Pharmacy, Public Health, Health Care Management, etc.)

Medical University of Varna is a high-tech university and has more than half a century of history and traditions. The classical models of teaching at the university are well combined with the latest technologies – 3D anatomy training and a system for complementary e-learning rich in electronic content.

Medical University of Varna offers uncompromised quality of training and it is the first and the only university in Bulgaria which introduced the model of the European Foundation for Quality Management (EFQM ®) for Business Excellence in 2008. The diplomas issued by the University are recognized in all European countries. The preferred University for students from 44 countries all over the world has 82 international partners from 5 continents. Over 50 000 alumni of the Medical University of Varna have lived and worked in more than 40 countries around the world since 1961.

The university offers to its students modern environment with unlimited opportunities for their development – high-tech labs and training premises, a library with electronic reading rooms and access to the best world information databases, modern sport facilities and professional football, volleyball and tennis coaches, a rehearsal hall for the university rock band, a drama and folk dance troupes.

## Mission, Values, Vision

The mission of Medical University “Prof. Dr. Paraskev Stoyanov” – Varna is to meet the needs of the society for highly qualified medical and management personnel in the fields of health and social care in accordance with the national strategies for educational and public health development as well as in accordance with the international standards; to develop fundamental and applied scientific research, innovations and new technologies and improve the nation's health in partnership with the remaining institutions of the health care system.

In the implementation of its mission the University is guided by its fundamental values – ensuring a stable learning environment, practice and students' life, scientific and teaching potential, accessibility and equity, opportunities for development, respect for academic traditions.

The vision of the University is to be a nationally recognized leader in academic training and scientific research which contribute essentially to the improvement of the nation's health, technological progress and the quality of life.

## OVERVIEW OF THE MD PROGRAMME AT MU-VARNA

The programme of Medicine in English lasts six years, including **ten semesters and a one-year pre-graduate state internship**. The curriculum is *identical to the coursework pursued by Bulgarian medical students*, with the only difference being that instructions, labs, lectures and examinations are conducted in English. **Learning Bulgarian language is compulsory during the first three years of the programme**. Before entering the clinical phase of their education students are required to have a good command of Bulgarian language in order to avoid misunderstanding with patients.

The first two years of medical school include an overview of fundamental or basic science courses. The first year is devoted to general understanding of biological, chemical and physical sciences applicable to the practice of medicine. Starting with the second year, the focus progressively narrows down, channelling the studies towards those biomedical sciences that are most relevant for a practicing physician.

The clinical years of the programme involve patient care and application of the biomedical sciences mastered during the first two years of medical school. The teaching from the third year onwards takes place exclusively in clinical settings, and students work with patients admitted for treatment at the University's teaching hospital and wards.

Students are obliged to complete at least one elective during their academic training.

The last year of the medical studies has exclusively practical purposes. During the pre-graduate state internship students work under the direct guidance of assistants and instructors with high academic positions in the clinics.

Final assessment of knowledge acquired by the students after accomplishing their full course of studies is given by the State Examination Board Committees at comprehensive theoretical and practical state examinations.

After the successful completion of the 6-years course of academic studies in the programme of Medicine, students are awarded a Diploma of completed higher medical education, educational and qualification degree “**Master**” and professional qualification “**Physician (MD)**”. *The possession of that degree enables the holder to practice medicine in EU countries.*

**QUALIFICATION CHARACTERISTICS OF SPECIALTY “MEDICINE”  
EDUCATIONAL AND QUALIFICATION DEGREE “MASTER”  
PROFESSIONAL QUALIFICATION “PHYSICIAN, M.D.”**

**I. General Characteristics of the Profession and Education**

The speciality *Medicine* is a regulated profession under professional direction 7.1. Medicine, higher education field 7. Health and Sports. At the Faculty of Medicine of the Medical University “Prof. Dr. Paraskev Stoyanov” – Varna (MU-Varna), the teaching process for acquiring higher education in the specialty of *Medicine*, educational and qualification degree *Master*, with professional qualification *Physician (MD)*, is conducted in accordance with the Higher Education Act and the Ordinance on the Uniform State Requirements for the Acquisition of Higher Education in the Specialities of *Medicine* and *Dental Medicine* for the educational and qualification degree *Master*, which include the following requirements:

- the education shall be acquired at a Faculty of Medicine of a higher education institution accredited under the Higher Education Act;
- the educational process shall be conducted as a full-time programme, with a duration of 10 semesters and 310 days of pre-graduate internship;
- a uniform educational minimum for theoretical and practical training using the European Credit Transfer and Accumulation System (ECTS);
- education shall be completed by state examinations.

A major goal of medical education and priority of the Faculty of Medicine is the preparation of specialists who, through their high professionalism, are able to preserve and improve the health of society. The Faculty of Medicine of MU-Varna trains doctors who are able to successfully implement the acquired knowledge and skills in a real environment to protect, restore and enhance public health, i.e. the mission of the Faculty of Medicine is targeted on the social demands and requirements. Given the traditions and high level of the Bulgarian Medicine, the trends in the development of healthcare in the European Union and the global standards for higher medical education developed by the World Federation of Medical Education, the Faculty of Medicine is called upon to preserve and develop the academic and professional autonomy, to ensure and stimulate the development of professional knowledge and medical science, to

ensure worthy realisation of its graduates as humane, responsible and improving individuals.

The Faculty of Medicine shapes the image of its graduates in accordance with academic standards and requirements, namely:

- trained professionals to best meet the medical needs and expectations of the society;
- to assume professional responsibility and be aware of their capabilities;
- to assess and make decisions in the event of incomplete data and in emergency situations;
- to accept the challenge of continuous medical education and enhancement;
- to be sufficiently critical of the increasing flow of information in the field of theoretical and practical Medicine;
- to adapt to the changing conditions in the healthcare and health insurance system and contribute to its improvement.

Education at the Faculty of Medicine of MU-Varna provides:

- knowledge of the mandatory academic disciplines for acquiring the professional qualification of Physician (MD), required for the successful professional realisation;
- a good understanding of the scientific method, principles of measurement of biological functions and means of evaluation of scientifically established facts and data analysis;
- necessary knowledge of the structure, function and behaviour of healthy and diseased people and of the relationship between health and the physical and social environment of the person;
- fundamental and clinical knowledge of human reproduction and methods of supporting reproductive health, as well as of the prevention and treatment of reproductive disorders;
- necessary knowledge and sufficient practice in clinical disciplines allowing a clear understanding of the aetiology, pathogenesis, prevention, epidemiology, diagnosis, treatment and rehabilitation of human health and disease disorders (somatic and mental);
- basic clinical experience in hospitals under the competent supervision of well-established specialists.

The training in Medicine at the Faculty of Medicine of Medical University “Prof. Dr. Paraskev Stoyanov” – Varna forms the Physician (MD) as a developed specialist who possesses the necessary knowledge, skills and qualities to implement the content, objectives and tasks of the general medical practice, builds up a creative, developing personality that complies with the moral, ethical and legal norms in Medicine.

## **II. Professional Competence**

The professional competence of the Physician (MD) incorporates a variety of fundamental and specialised knowledge and skills:

## **1. Fundamental Biomedical, Medico-Ethical and Social Knowledge on:**

- hierarchical levels and structure of the organisation of the human organism (molecular, cellular, tissue, organ, systemic);
- physico-chemical processes in the human body;
- pathways and regulation of metabolism and energy at molecular, cellular and organisational levels for the human body;
- genetic structures and processes of transmission of genetic and epigenetic information;
- ontogenetic and phylogenetic development of the individual;
- somatic, mental and social functions of a person;
- basic human life conditions – health and disease – and the factors that determine them;
- natural and social determinants of health and disease;
- aetiology and mechanisms of occurrence of diseases;
- epidemiology of infectious and non-infectious diseases;
- classification of diseases;
- ethical standards and morality of the physician;
- patients' rights;
- place of informatics in Medicine and healthcare, information systems and communications in Medicine and healthcare;
- organisation of the healthcare system in Bulgaria and the relevant basic normative documents.

## **2. Special Medical Knowledge on:**

- medications and mechanisms of their action;
- methodology and technology of medical consultation in outpatient care and ward rounds in inpatient care;
- clinical pictures of diseases of all organs and systems of the human body;
- differentiation of clinical pictures of mental illnesses from the norm;
- structuring of a differential diagnosis plan through detailed knowledge of the methodology and technology of modern diagnostic methods (general and special methods for examining patients);
- conservative and surgical treatment of different diseases;
- management and treatment of life-threatening conditions;
- applying consensus on treatment of socially significant and chronic diseases;
- rehabilitation of impaired/lost functions;
- reproductive health, normal and pathological pregnancy, and childbirth;
- principles of medical ethics, medical psychology and deontology;
- medical communication techniques;
- technologies and tools for disease prevention;
- methods and techniques of health promotion;
- etc.

### 3. Specialised Medical Abilities and Skills

The Physician (MD) must be able to:

- conduct a medical interview with patients and to form the medical history of the disease as part of the official medical record;
- perform examinations of the patient using basic physical methods;
- perform basic instrumental and device tests included in the duties of the primary care and emergency physician (e.g. blood pressure measurement, performing electrocardiogram recording, etc.);
- provide modern emergency medical care; to know and apply the methods of emergency resuscitation (artificial respiration, heart massage, cardiac defibrillation, drug infusions, etc.);
- formulate a clinical hypothesis and determine the needs of patients for different types of medical care; determine the specific needs for performing different types of diagnostic tests and prepare patients for them;
- carry out the “clinical decision-making process” through making a nosological diagnosis (aetiological, functional, etc., if possible), determining the seriousness, severity and prognosis of the disease, treatment, and performing related non-invasive and invasive medical actions;
- perform basic non-invasive and invasive treatment manipulations and actions (various types of injections, punctures of body cavities, urinary catheterisation, gastric tube, local and conduction anaesthesia, wound treatment, bandages, handling skin lesions, incisions, removal of sutures from surgical interventions, blood transfusions and fluid infusions, etc.);
- conduct efficient monitoring of patients and effectively lead the development of the treatment process;
- explain and justify their actions and decisions at any time when questions or doubts arise regarding their practice;
- perform an expert assessment of the patient's working capacity;
- perform “bedside” diagnostics of a potential donor, being empathetic to the problems of organ, tissue donation and stem cell transplantation;
- professionally participate in preserving and restoring the mental health of the population.
- use the methods of medical statistics and the potential of medical informatics;
- perform prevention and health promotion, and provide health education.

### 4. Organisational Capabilities and Skills

The Physician (MD) must:

- be able to solve organisational problems in the profession;
- be able to work in a team, including an interdisciplinary one;
- precisely keep the medical documentation using modern electronic information technologies;

- be able to use the capabilities of the global information network (Internet) to solve professional problems (e.g. for telemedicine);
- have good skills in written and oral communication with doctors, patients, institutions and organisations (state, public, private);
- have good foreign language skills and use at least one of the established foreign languages for international communication.

### **5. Personal, Moral, Social Qualities and Skills**

The Physician (MD) must:

- be able to demonstrate self-control at work and make decisions in emergency and critical situations;
- have the ability to assume responsibility and risks;
- have a critical attitude towards the quality of their work;
- be tolerant, recognising the probability of a “second opinion” and referring to another specialist;
- comply with the ethical and behavioural norms in Medicine and the society;
- practise their profession with goodwill and integrity;
- perceive the patient as a unique individuality and apply a psychologised and person-oriented medical approach;
- react adequately when moral and ethical problems arise in the working environment, between the patient and members of the healthcare team, or within the patient's family;
- prevent abuse of the position held;
- have developed a focus on social distinction and social commitment;
- have an intrinsic need and conviction of the need to accumulate new theoretical and practical knowledge and qualifications, and a drive for postgraduate and continuing medical education.

### **6. Research Knowledge and Skills:**

The Physician (MD) must:

- have knowledge on the principles of research, planning, conducting and interpreting data from experimental and clinical studies;
- know the principles, advantages and limitations of different approaches to solving a specific health problem;
- be able to handle the main medico-biological and medical bibliographic databases (including electronic ones), as well as to critically analyse the information provided;
- be able to present scientific outcomes and analyses in writing and orally, independently or in a team.

## **III. Professional Realisation**

As a consequence of the acquired knowledge and skills, the newly graduated Physician (MD):

- will be able to provide timely pre-hospital and hospital medical care;
- will be able to adapt to:

- the public requirements and the employer;
- the dynamic changes in the healthcare system;
- the changes in the demographic profile and morbidity of the population;
- the needs of the individual patient;
- the development of medical science and new technologies;
- be able to assume the responsibilities expected from them and consolidate their position in the healthcare system;

The acquired professional competence will allow the newly graduated Physician (MD) to find a successful professional realisation:

- as a general practitioner;
- as a doctor of Medicine in all types of medical, diagnostic-consultative, prophylactic, social and other subdivisions of health care;
- as a doctor of Medicine in administrative services and health departments at municipal, regional and national level such as the Regional Health Inspectorate (RHI), Bulgarian Food Safety Agency (BFSA), National Health Insurance Fund (NHIF), etc.;
- continuing their medical education through the system of specialisation for obtaining a certain medical speciality;
- continuing their studies in Education and Science Degree Doctor of Philosophy (PhD) programme in accordance with their scientific interests;
- as a member of the research and training (academic) staff at medical universities or other higher schools and scientific institutes.

**MD CURRICULUM****Specialty of Medicine – Academic Year 2025/2026****I year - Winter semester:**

<b>№</b>	<b>Subject</b>	<b>Number of Lectures/ Seminars</b>	<b>ECTS Credits</b>	<b>Type of examination</b>
1	Physics	30/60	7	<b>Examination</b>
2	Cytology, General Histology and Human Embryology	50/40	7	<b>Examination</b>
3	Human Biology	30/30	4	Certification
4	Chemistry	30/30	4	Certification
5	Latin Language and Medical Terminology	15/15	2	Certification
6	Human Anatomy and Histology	15/30	5	Certification
7	General Bulgarian Language – A1	30/120	5	Certification
8	Physical Education and Sport	0/30	1	Certification

**I year - Summer semester:**

<b>№</b>	<b>Subject</b>	<b>Number of Lectures/ Seminars</b>	<b>ECTS Credits</b>	<b>Type of examination</b>
1	Biophysics	30/30	4	<b>Examination</b>
2	Human Biology	15/30	5	<b>Examination</b>
3	Chemistry	30/15	3	<b>Examination</b>
4	Latin Language and Medical Terminology	0/30	2	<b>Examination</b>
5	General Bulgarian Language – A2	30/120	6	<b>Examination</b>
6	Social Medicine and Biostatistics	15/15	3	Certification
7	Human Anatomy and Histology	30/60	10	Certification
8	Physical Education and Sport	0/30	3	Certification

**MD CURRICULUM****Specialty of Medicine – Academic Year 2025/2026****II year - Winter semester:**

<b>№</b>	<b>Subject</b>	<b>Number of Lectures/ Seminars</b>	<b>ECTS Credits</b>	<b>Type of examination</b>
1	Disaster Medicine	15/30	3	<b>Examination</b>
2	Social Medicine and Biostatistics	30/30	3	<b>Examination</b>
3	Human Anatomy and Histology	30/60	6	Certification
4	Biochemistry	45/45	7	Certification
5	Physiology	60/45	8	Certification
6	General Bulgarian Language – B1	0/120	5	Certification
7	Physical Education and Sport	0/30	1	Certification

**II year - Summer semester:**

<b>№</b>	<b>Subject</b>	<b>Number of Lectures/ Seminars</b>	<b>ECTS Credits</b>	<b>Type of examination</b>
1	Human Anatomy and Histology	45/75	9	<b>Examination</b>
2	Biochemistry	45/45	9	<b>Examination</b>
3	Physiology	45/45	9	<b>Examination</b>
4	General Bulgarian Language – B2	0/150	5	<b>Examination</b>
5	Physical Education and Sport	0/30	1	<b>Examination</b>

**MD CURRICULUM****Specialty of Medicine – Academic Year 2025/2026****III year - Winter semester:**

<b>№</b>	<b>Subject</b>	<b>Number of Lectures/ Seminars</b>	<b>ECTS Credits</b>	<b>Type of examination</b>
1	Medical Ethics	15/15	2	<b>Examination</b>
2	General Pathology	60/30	4	<b>Examination</b>
3	Medical Psychology	15/15	2	<b>Examination</b>
4	Hygiene and Ecology	30/30	3	Certification
5	Microbiology	45/30	5	Certification
6	Pathophysiology	30/30	4	Certification
7	Propaedeutics of Internal Medicine	30/90	6	Certification
8	General and Operative Surgery	30/45	4	Certification
9	Terminology and Communication in Medical Practice	0/90	3	Certification

**III year - Summer semester:**

<b>№</b>	<b>Subject</b>	<b>Number of Lectures/ Seminars</b>	<b>ECTS Credits</b>	<b>Type of examination</b>
1	Hygiene and Ecology	30/30	2	<b>Examination</b>
2	Microbiology	45/30	4	<b>Examination</b>
3	Pathophysiology	30/30	3	<b>Examination</b>
4	Propaedeutics of Internal Medicine	30/90	6	<b>Examination</b>
5	General and Operative Surgery	30/60	4	<b>Examination</b>
6	Terminology and Communication in Medical Practice	0/90	4	<b>Examination</b>
7	Pharmacology	30/45	5	Certification
8	Roentgenology and Radiology	15/15	3	Certification
9	Clinical Pathology	15/15	3	Certification
10	Summer practice after VI <sup>th</sup> semester	30 days	5	Certification

**MD CURRICULUM****Specialty of Medicine – Academic Year 2025/2026****IV year – Winter semester:**

<b>№</b>	<b>Subject</b>	<b>Number of Lectures/ Seminars</b>	<b>ECTS Credits</b>	<b>Type of examination</b>
1	Medical Genetics	30/30	3	<b>Examination</b>
2	Otorhinolaryngology	45/45	4	<b>Examination</b>
3	Pharmacology	30/45	2	<b>Examination</b>
4	Roentgenology and Radiology	30/45	2	<b>Examination</b>
5	Clinical Immunology	15/15	2	<b>Examination</b>
6	Clinical Pathology	15/30	2	Certification
7	Neurology	30/30	3	Certification
8	Obstetrics and Gynaecology	30/30	1	Certification
9	General (Family) Medicine	17/16	2	Certification
10	Internal Medicine – Part I	45/90	6	Certification
11	Surgery	30/60	3	Certification

**IV year – Summer semester:**

<b>№</b>	<b>Subject</b>	<b>Number of Lectures/ Seminars</b>	<b>ECTS Credits</b>	<b>Type of examination</b>
1	Physiotherapy and Rehabilitation	15/30	2	<b>Examination</b>
2	Occupational Diseases	15/15	2	<b>Examination</b>
3	Ophthalmology	30/45	3	<b>Examination</b>
4	Neurosurgery	15/15	2	<b>Examination</b>
5	Clinical Pathology	30/30	2	<b>Examination</b>
6	Neurology	30/30	2	<b>Examination</b>
7	General (Family) Medicine	17/16	1	<b>Examination</b>
8	Internal Medicine – Part I	45/90	5	<b>Examination</b>
9	Clinical Laboratory	30/30	3	<b>Examination</b>
10	Obstetrics and Gynaecology	30/45	4	Certification
11	Dermatology and Venereology	15/30	2	Certification
12	Surgery	30/30	2	Certification
13	Summer practice after VIII <sup>th</sup> semester	30 days	5	Certification

**MD CURRICULUM****Specialty of Medicine – Academic Year 2025/2026****V year - Winter semester:**

<b>№</b>	<b>Subject</b>	<b>Number of Lectures/ Seminars</b>	<b>ECTS Credits</b>	<b>Type of examination</b>
1	Orthopaedics and Traumatology	30/60	4	<b>Examination</b>
2	Urology	15/30	2	<b>Examination</b>
3	Anaesthesiology, Resuscitation and Intensive care	30/30	3	<b>Examination</b>
4	Obstetrics and Gynaecology	30/45	3	<b>Examination</b>
5	Dermatology and Venereology	15/30	2	<b>Examination</b>
6	Clinical Pharmacology	14/19	2	<b>Examination</b>
7	Surgery	15/30	2	Certification
8	Paediatrics	45/60	3	Certification
9	Epidemiology, Infectious Diseases, Medical Parasitology and Tropical Medicine	30/30	2	Certification
10	Internal Medicine – Part II	45/120	5	Certification
11	Psychiatry	15/30	2	Certification

**V year - Summer semester:**

<b>№</b>	<b>Subject</b>	<b>Number of Lectures/ Seminars</b>	<b>ECTS Credits</b>	<b>Type of examination</b>
1	Surgery	30/30	3	<b>Examination</b>
2	Paediatrics	45/60	6	<b>Examination</b>
3	Epidemiology, Infectious Diseases, Medical Parasitology and Tropical Medicine	30/60	4	<b>Examination</b>
4	Forensic Medicine and Deontology	45/30	3	<b>Examination</b>
5	Internal Medicine – Part II	60/120	9	<b>Examination</b>
6	Psychiatry	15/30	2	<b>Examination</b>
7	Oncology	30/30	3	<b>Examination</b>

**VI year:**

<b>№</b>	<b>Pre-graduate Internship</b>	<b>ECTS Credits</b>	<b>Duration in days</b>
1	Internal Medicine	13	85
2	Surgery	11	75
3	Paediatrics	7	51
4	Obstetrics and Gynaecology	7	50
5	Infectious diseases, Epidemiology, Hygiene and Social Medicine	5	35
6	General Medicine	1	9
7	Emergency Medicine	1	5

<b>№</b>	<b>State Examination</b>	<b>ECTS Credits</b>	<b>Type of examination</b>
1	Internal Medicine	3	<b>Examination</b>
2	Surgery	3	<b>Examination</b>
3	Paediatrics	3	<b>Examination</b>
4	Obstetrics and Gynaecology	3	<b>Examination</b>
5	Infectious diseases, Epidemiology, Hygiene and Social Medicine	3	<b>Examination</b>
6	General Medicine	-	<b>Certificate for conducted training</b>
7	Emergency Medicine	-	<b>Certificate for conducted training</b>

**ELECTIVES**

<b>№</b>	<b>Subject</b>	<b>Department Instructor</b>	<b>Number of Lectures/ Seminars</b>	<b>ECTS Credits</b>	<b>Available for Semesters</b>
1	First Aid at Home and at the Office	Disaster Medicine and Maritime Medicine <i>Assist. Prof. Maria Panteleeva, MD, PhD</i>	0/15	1	2, 4, 6, 8, 10
2	Maritime Incidents	Disaster Medicine and Maritime Medicine <i>Assist. prof. Todor Yotov, Capt. Navy (Ret.)</i>	0/30	2	3, 4, 5, 6, 7, 8, 9, 10
3	Community-based Research in Practice	Social Medicine and Health Care Organization <i>Assoc. Prof. Silviya Pavlova Nikolova, PhD</i>	0/60	3	3*, 5*, 7*, 9*
4	Medical Psychology and Medical Sociology	Social Medicine and Health Care Organization and Psychiatry and Medical	30/30	5	4, 6, 8, 10

		Psychology <i>Prof. Klara Georgieva Dokova, MD, PhD; Assist. Prof. Miglena Kalendjieva, MD, PhD</i>			
5	Molecular Biology in Medicine	Biochemistry, Molecular Medicine and Nutrigenomics <i>Prof. Diana Ivanova, PhD, DSc</i>	20/10	2	4, 6, 8, 10
6	Emergency Medical Aid in Disaster	Disaster Medicine and Maritime Medicine <i>Assist. Prof. Teofan Kuyumdzhev, MD, PhD</i>	0/30	2	4, 6, 8, 10
7	Neurobiology	Anatomy and Cell Biology <i>Assoc. Prof. Stoyan Pavlov, MD, PhD</i>	34/16	2	5*, 7*, 9*
8	Virtual anatomy and 3D modelling	Anatomy and Cell Biology <i>Assist. Prof. Peter Valchanov, MD, PhD</i>	16/16	2	6, 8, 10
9	Current Issues of Nutrition of a Healthy and Sick Person	Hygiene and Epidemiology <i>Prof. Ruzha Pancheva-Dimitrova, MD, PhD</i>	15/15	2	6, 8, 10
10	Maritime Medicine	Disaster Medicine and Maritime Medicine <i>Prof. Dimitar Stavrev, MD, PhD</i>	24/6	2	7, 8, 9, 10
11	Support for breastfeeding	Hygiene and Epidemiology <i>Prof. Ruzha Pancheva-Dimitrova, MD, PhD</i>	8/22	2	7, 9
12	Cardiac Surgery for Acquired Cardiovascular Diseases in Adult Patients	Cardiovascular Surgery and Angiology <i>Prof. Plamen Panayotov, MD, PhD</i>	28/12	2	8, 10
13	Promotion of the Eye Health	Ophthalmology and Visual Sciences <i>Assoc. Prof. Yana Manolova, MD, PhD</i>	10/20	2	8, 9, 10
14	Genetics in Clinical Practice	Medical Genetics <i>Assoc. Prof. Maria Kostadinova Levkova, MD, PhD</i>	10/20	2	8, 10
15	Emergency Medicine	Anaesthesiology, Emergency, Intensive and Maritime Medicine <i>Assoc. Prof. Boryana Naydenova Ivanova-Sabeva, MD, PhD</i>	16/12	2	9, 10
16	Tropical Medicine	Infectious Diseases,	45/64	4	9*

		Parasitology and Dermatovenereology <i>Assoc. Prof. Kalina Stoyanova Pavlova, MD</i>			
17	Epidemiology of HIV/AIDS	Hygiene and Epidemiology <i>Assoc. Prof. Miglena Kolarova-Dimitrova, MD, PhD</i>	14/10	2	9
18	Ultrasound Diagnostics in Gastroenterology	ES Gastroenterology, Haematology and Nutrition. Second Department of Internal Medicine <i>Assoc. Prof. Irina Ivanova, MD, PhD</i>	14/6	2	10
19	Neurosciences, Fundamental and Clinical Psychopharmacology	Psychiatry and Medical Psychology <i>Assoc. Prof. Zhivko Apostolov, MD, PhD</i>	15/0	2	10
20	Clinical Haematology	ES Haematology, Second Department of Internal Medicine <i>Prof. Iliana Micheva, MD, PhD</i>	14/6	2	10
21	Basic Homeopathic Therapy Course	Medical College Director	30/0	2	10
22	Clinical Toxicology. Drug Intoxication	Pharmacology, Toxicology and Pharmacotherapy <i>Prof. Snezha Zlateva Zlateva, PhD</i>	12/18	2	10
23	Clinical Microbiology	Microbiology and Virology <i>Prof. Temenuga Stoeva, MD, PhD, DSc</i>	30/0	2	10

\* The duration of the elective subject is 2 semesters.

NB! Students who are interested in registering for an elective course shall contact the responsible Department before the beginning of the semester for any inquiries about the course organization or look for the announced information on the Departments' boards. An elective course would be organized and conducted if there are at least 10 students. The student shall state their choice by submitting a request on <https://webstudent.mu-varna.bg/>, section "STUDY PROCESS" – "Elective subjects", not later than two weeks after the beginning of the semester.

## **ACADEMIC VOCABULARY**

(the most commonly used words and phrases in alphabetical order)

### **Academic Calendar**

This schedule informs you of upcoming holidays, the exact start and end dates of both winter and summer semesters, and the timelines for regular and retake exam sessions. It is published before the start of each academic year.

### **Academic Transcript**

An official record of your academic performance. It includes the courses you've completed, the grades received, and the credits earned for each course, along with your overall GPA. Please note that transcripts are issued only in Bulgarian and must be requested through WebStudent.

### **Certificate of Enrolment**

An official document confirming your current student status at the university. It is available in both Bulgarian and English. You must request it at least five working days in advance.

### **Certification of Semester Attendance**

At the end of each semester, instructors electronically certify your attendance based on your participation in lectures and practical classes.

You are allowed 3 absences per discipline during the semester. However, 2 of these must be worked off according to an approved schedule.

### **Colloquium/Midterm test**

A scheduled form of knowledge assessment conducted during the semester—it should never be an unpleasant surprise. Without passing the scheduled assessments, you will not receive certification and will not be allowed to sit for the final exam in that subject.

### **Credit**

A numerical representation of your academic workload, reflecting the required acquisition of specific knowledge and skills. Credits are distributed across academic years, semesters, and disciplines. You receive credits once you obtain certification in the respective discipline.

1 credit = 25-30 hours of student occupation (auditorium and non-auditorium)

1 semester = 30 credits

1 academic year = 60 credits

### **Curriculum**

A structured study plan that includes the disciplines, number of hours, allocated credits, and the corresponding forms of assessment.

### **Elective/Facultative/Optional Academic Disciplines**

Although it is optional, still you have to do it – you must successfully complete at least one optional discipline. You shall choose among several suggestions but eventually the discipline shall be launched provided there is a group of minimum 10 people. Bulgarian language is compulsory during the first three years of the programme

### **Enrolment for the New Academic Year**

If you have successfully passed all examinations, you must enrol before the new academic year begins. This includes paying the semester fee and completing the electronic enrolment form on WebStudent. Instructions are available both on the website and on Blackboard.

### **Examination Schedule**

The exam schedule is put together by the academic coordinator, with help from student reps and based on dates suggested by the departments. It's approved by the Dean and announced at least three weeks before exams start. During the regular exam session, students have to take their exams on the specific dates assigned to their group.

### **Graduation Ceremony**

A formal event for the awarding of diplomas.

### **Pre-graduate Internship**

After passing all semester exams, you will begin your Pre-graduate internship—the final stage of your studies. It takes place in a real clinical environment following a predefined schedule.

### **Study Group**

You will be randomly assigned to a small group so that you can derive the greatest benefit from the exercises and practices. You may request a group change at the beginning of the academic year – if you have a valid reason and availability permits – with approval from the Dean. Such a transfer is allowed no more than twice during your entire course of study.

### **Study Programme (Syllabus)**

Prepared for each discipline it includes annotation, thematic plan of lectures and seminars, literature, exam conspectus, assessment criteria, forms of training, monitoring and evaluation.

### **Weekly Training Timetable**

About a week before the start of the semester, you will be able to view your schedule of lectures and seminars in your WebStudent profile.

### **Workload**

The distribution of academic hours to ensure each discipline meets the required volume, in accordance with the Unified State Requirements applicable to all medical universities and faculties in the country.

## MU-VARNA INSTITUTIONAL POLICIES

### Attendance

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

*Active participation* in the medical 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

**REGULATIONS ON EDUCATIONAL AFFAIRS OF MEDICAL  
UNIVERSITY “PROF. DR. PARASKEV STOYANOV” – VARNA**

(Excerpt)<sup>1</sup>

**CHAPTER THREE**

**STRUCTURE AND ORGANIZATION OF EDUCATIONAL PROCESS**

**Section III. Organization of Educational Process**

**Art. 42. (1)** MU-Varna shall provide each student with an opportunity to choose academic disciplines (elective and facultative) within the framework of the approved curricula (study plans). The student shall state their 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)** (Amended and suppl. - 18.04.2016) 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 curriculum (study plan) of their specialty.

**(4)** (New - 18.04.2016) The completed elective or facultative disciplines shall be entered in the Diploma Supplement and shall be included in the GPA.

**Art. 43. (1)** The position of “student-demonstrator” shall be introduced in order to improve the educational process, the commitment of students to the education and their orientation to scientific-lecturing activities in certain disciplines.

**(2)** Student-demonstrators shall support actively the assistant professors and the lecturers, conducting the discipline, in the implementation of the practical exercises by demonstrating specific processes, manipulations, theoretical and practical formulations of the educational material, required for the acquisition of practical skills and knowledge, according to the specifics of the discipline and methods of training.

**(3)** (Amended - 14.06.2017) Demonstrators shall be selected among the students who have demonstrated a considerable interest in the discipline and gained excellent theoretical knowledge and practical skills, confirmed by the examination results. The applicants shall submit an application to the head of the department (ES). Applications shall be considered at the Department Council whereupon a recommendation for the new demonstrators shall be required by the assistant professors who are teaching them.

**(4)** Demonstrators shall be determined each year upon a resolution of the Department Council, after receiving an assessment of their work by the respective assistant professor.

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<sup>1</sup> Further information can be found on our website at: <http://mu-varna.bg/EN>

(5) (Amended - 14.06.2017) Student-demonstrators shall be required to attend the training sessions regularly, according to the programme of the course, in which they are enrolled. In case of absences related to the implementation of their commitments as demonstrators, students can work off up to four missed exercises per academic discipline per semester, after submitting a certificate, signed by the head of the respective department (ES) to the Dean's Office.

(6) (Amended - 14.06.2017) The number of hours of occupation of student-demonstrators shall be determined after coordination with the head of the respective department (ES), according to the horarium of the discipline and the specifics of education, taking into account the occupation of the students in their regular weekly training schedule.

(7) The position of a "student-demonstrator" brings prestige. Student-demonstrators with a proven commitment to the educational-lecturing process shall receive a recommendation by the head of the respective department and the management of the University and a certificate, confirming their active participation in the educational-lecturing process. Upon a proposal of the head of the department (ES), the most active demonstrators can be honoured with the Dean's Award and the Rector, under the terms and conditions determined under a resolution of the Academic Council.

**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 occupation 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) (Amended and suppl. - 11.05.2015) Credits shall be awarded to students who have received a positive grade, not lower than Satisfactory (3.00) for the acquired knowledge and skills, required in the curriculum (study plan), through an examination or another form of assessment. For disciplines that are being taught for more than one semester, credits shall be awarded in accordance with the completed workload within the certified period.

(6) (Amended - 11.11.2019) The system for formation, accumulation, recognition and transfer of credits is based on the requirement for 60 credits per academic year or 30 credits per semester, divided among the academic disciplines and/or modules, according to the specialty curriculum (study plan) and the educational-qualification degree or to another compatible with this system number of credits. One credit shall be awarded for 25 to 30 full hours (auditorium and non-auditorium) student occupation, whereas the share of auditorium occupation cannot be more than half of it.

(7) Credits for any of the obligatory, elective and facultative disciplines and credits for the non-auditorium student occupation shall be entered in the specialty curriculum (study plan) in educational-qualification degrees.

## **CHAPTER FOUR**

### **ADMINISTRATIVE SERVICE FOR STUDENTS.**

#### **TUITION FEES**

#### **Section I. Administrative Service for Students**

**Art. 60. (1)** (Amended and supplemented - 03.02.2025) Administrative service for students shall be provided by the organizers and academic affairs experts 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)** (Amended and supplemented - 10.12.2018) Upon enrolment at the University, the student is issued a Student Record Book by the respective Dean's Office/Student Affairs Office of the College (Affiliate). The Student Record Book is kept by the student.

**(2)** (Amended and suppl. - 11.05.2015) Upon request, MU-Varna shall issue an academic transcript, assurance and certificate to students. For the issuance of an academic transcript and certificate, students shall apply to the “Records” Sector/the developed electronic system for student administrative services and shall 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.

#### **Section II. Tuition Fees**

**Art. 66. (1)** (Amended and suppl. - 13.09.2024) 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.

**(2)** (New - 13.09.2024) The amount of tuition fees under Art. 21, para. 2 and 3 of the Higher Education Act and Art. 9, para. 3, item 6, letter "b" of the same Act shall be calculated by adding the tuition maintenance funding, determined under Art. 91, para. 2, items 1 and 3, to the amount of the tuition fee set under Art. 95,

para. 2 of the Act for the respective professional field or regulated profession. These fees are subject to approval by the Academic Council.

**(3)** (New - 13.09.2024) If any of the components used in the tuition fee calculation under paragraph 2 are modified, the annual tuition fee shall be recalculated accordingly and applied in line with a decision of the Academic Council.

**(4)** (New - 13.09.2024) The tuition fees under para. 2, and any changes made under para. 3, are established by statutory procedure and are non-negotiable, regardless of the amounts specified in any signed education contracts.

**(5)** (New, previous para. 2 - 13.09.2024) 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 payer.

**Art. 67. (1)** (Amended and suppl. - 13.09.2024) 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.

**(3)** Students in Pre-graduate internship whose Pre-graduate internship lasts a full academic year can pay the annual tuition fee in two equal instalments, respectively, respectively within the periods from 30<sup>th</sup> August to 15<sup>th</sup> September and from 1<sup>st</sup> February to 15<sup>th</sup> February.

**Art. 68. (1)** Upon removal of the student, interruption of studies or suspension from the University after the beginning of the semester – the paid semester tuition fee shall not be refunded.

**(2)** Upon removal of the student, interruption of studies or suspension from the University before the beginning of the semester – the paid semester tuition fee shall be refunded to the student, after a deduction of 20% of the amount as a penalty.

## **CHAPTER FIVE**

### **EVALUATION OF KNOWLEDGE. EXAMINATION SESSIONS.**

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

**Art. 72. (1)** The assessment 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 defence.

**Art.73. (1)** Current control shall be a mandatory component of students' 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 during 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)** (Amended - 14.06.2017, amended and suppl. - 03.02.2025) Planned current control in individual courses for a certain specialty shall be conducted according to a schedule (including the weeks during the semester and dates for retakes), proposed by the head of the Department (ES), conducting the discipline and approved by the Dean/Director of the College/branch at the beginning of each semester. The schedule for current control shall be prepared by course coordinators in coordination with the Heads of Departments (Academic Councils) responsible for the disciplines and shall comply with the provisions of Art. 73, para. 7.

**(7)** The schedule of planned current control shall comply with the training time of students. No more than three planned forms of current control may be conducted within one calendar week. 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 retakes of colloquia and working off in order to cover the required norm of clinical or practical work.

**(8)** (Amended – 14.06.2017) Students who have missed a scheduled sitting for planned current control on the announced by the departments (ES) dates – regular and retakes 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 curriculum (study plan) and syllabus shall be evaluated only by current control shall be awarded at the end of the semester.

## **Section II. 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)** (Amended - 14.06.2017) Semester examinations shall be conducted by student groups, through examination committees and according to a schedule approved in advance by the Dean/Director. The schedule shall be prepared by

the academic coordinator, in cooperation with representatives of students, in compliance with the examination dates proposed by the departments (ES). 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 with an uncertified 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 curriculum (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)** (Amended - 14.06.2017) Students shall be allowed to sit for an examination only with examination protocols prepared in advance by 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-of-group or out-of-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 (ES) 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 following the prescribed procedure.

**Art. 78. (2)** (Amended - 14.06.2017) Depending on the approved by the Department (ES) evaluation system – students can be exempted from practical examination in certain disciplines provided their current result is not lower than "Very good (5.00)". Students can be exempted from entrance exam test ("stop test") or from part of the exam material in the discipline upon previously regulated and approved by the Department Council and announced to the students rules.

**Art. 79. (1)** Students who have attended an exam and refused to be examined – shall lose the right to sit for the exam within the respective session. "Refused" shall be recorded in the exam protocol.

(2) Students who fail to sit for an exam on the set in the schedule examination date, without having valid reasons declared in advance – shall lose the right to take the exam within the respective session. “Absent” shall be recorded in the exam protocol.

**Art. 82. (1)** Out-of-group or out-of-session examinations shall be permitted upon a submitted by the student request, accompanied by documents justifying the necessity for an extraordinary sitting – up to two weeks before the beginning of the regular or the respective resit 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 permission for 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 and 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 examinations out of the scheduled session or on a date which is not included in the exam schedule of the relevant discipline shall be permitted only upon a certified attendance semester and after paying a fee, determined by the Academic Council.

(4) Equivalency examinations for transferred students from other higher schools shall be held within the sessions (winter/summer in accordance with the curriculum/study plan of the specialty) and no later than the end of the next academic year.

(6) (Amended and suppl. – 18.12.2017) Additional examination sittings for the purpose of changing the grade of a successfully passed examination shall be permitted by the head of the basic unit (Dean/Director) only within the framework of a resit or liquidation session but not more than three times throughout the entire course of study. The grade obtained after the additional examination sitting for the exam shall be final.

## **CHAPTER SIX STUDENT STATUS**

### **Section I. Admission and Enrolment for Education**

**Art. 90. (1)** Enrolment 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 during 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) Students who have not met the terms of enrolment shall interrupt their training in an administrative way, with the right to enrol for the respective semester in the next academic year.

**Art. 91.** Upon enrolment students submit to the respective Dean's Office/student affairs office of the College (branch) a payment document from the bank, certifying the payment of the tuition fee. Certification of student books for paid semester fee shall be done at the Dean's Office/student affairs office of the College (branch) according to a prior announced schedule.

**Art. 92.** (Amended and suppl. – 03.02.2025) Enrolment of students shall be done individually and shall be entered in the electronic records of the student and his/her student's book – signed by the Organizer/Expert of educational affairs and stamped by the Faculty/College (Branch).

## **Section II. Certification of Attendance of Academic Disciplines and Semesters**

**Art. 93.** Courses of study shall be compulsory for students. The attendance of classes (exercises, training practices, internship) 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 curriculum (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), no later than one week after the absences occurred. 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. Instructors 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).

(4) Non-attendance of certain students for participation at scientific forums, social and cultural events, sports and other activities shall be authorized in advance by the Dean/Director of the College (branch), and the missed classes obligatory shall be worked off within two weeks after the absences incurred.

(5) Upon a resolution of the head of the basic unit (Dean / Director), students with severe medical conditions, pregnant women and mothers with children under 6 years of age may be allowed up to 50% attendance records, with the obligation to work off at least half of the absences incurred.

**Art. 96. (1)** (Amended - 14.06.2017) 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 (ES). 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)** (Amended and suppl. - 07.07.2015, amended and suppl. - 20.11.2023, effective from the summer semester of academic year 2023/2024) If a student fails to complete the scheduled in the study plan current control (colloquium) and/or the required minimum of practical work as defined in the curriculum, a student cannot obtain certification of attendance of the respective subject at the end of the semester and cannot sit for the examination thereon.

**Art. 98. (1)** (Amended - 14.06.2017) 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 (ES).

(2) (Amended - 14.06.2017) Within two weeks after the beginning of the semester each department (ES) shall announce the schedule for regular working off of missed classes and conducting consultations on the notice board of the department (ES) and in the respective Dean's Office/student affairs office of the College (branch).

(3) (Amended - 14.06.2017, amended and suppl. - 03.02.2025) Absences incurred by students shall be worked off within two weeks from the last date of

absence, unless the Head of the Department (ES) decides otherwise. Working off classes is permitted after the end of the semester but no later than two weeks after the start of the examination session.

**(4)** (Amended - 14.06.2017) 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 (ES), shall be carried out overtime under payment of an additional fee, determined by the Academic Council.

**(5)** (Amended - 14.06.2017) Consultations for students apart from the designated by the department (ES) schedule shall be conducted against payment of a fee, determined by the Academic Council.

**Art. 100. (1)** Absences from classes in Physical Education and Sports due to illness of the student shall be excused after submission of a relevant medical certificate but not later than one week after the absences.

**(2)** Upon contraindications for active physical activity, certified by the corresponding medical certificate, students shall be exempted from intensive training and performing exercises related to physical efforts, contraindicated for their health problems. Their exemption from attendance in Physical Education classes or inclusion in appropriate and non-aggravating their condition activities shall be resolved by the lecturer – individually, for each student and according to the relevant health problem.

**(3)** Students who for medical reasons (permanent disability, pregnancy, severe and prolonged illness, etc.) cannot practice the discipline shall apply for exemption from regular classes, accompanied by an appropriate medical certificate within two weeks from the beginning of the semester or the occurrence of the problem. Exemption may be granted with the permission of the Dean/Director of the College (branch) after taking into consideration the opinion of the lecturer in Physical Education. These students shall be given an opportunity to participate in alternative sports without heavy physical exercises or shall develop a course project on a sports topic, based on which the students shall obtain evaluation in Physical Education and the related credits provided in the study plans of their specialty.

**Art. 101. (1)** (Amended and suppl. - 18.04.2016, amended and suppl. - 18.05.2018, amended and suppl. - 10.12.2018) At the end of the semester the disciplines shall be certified electronically by the assistant/the lecturer conducting the exercises (practical classes). Disciplines, which on the basis of the study plan, include only a lecture course, shall be certified by the lecturer delivering the lecture course. The electronic certification of attendance (validation) shall be done by the lecturer through his/her personal account in the teaching system <https://teacher.mu-varna.bg>

**(2)** (Amend. and suppl. - 10.12.2018) The administrative assistants are required to generate from the electronic planning system (from “references”) a report to the Dean/Director of the College (Affiliate) regarding the students who will not receive certification of attendance (validation) on the disciplines taught in the

Department and to submit the report to the respective Dean's Office/Student Affairs Office.

**Art. 102 (1)** (Amended and suppl. - 18.05.2018, amended and suppl. - 10.12.2018) Certification of attendance (validation) of the whole semester shall be done electronically, following the electronic validation of the disciplines studied during the semester, in accordance with Art. 101, paragraph 1, during the last week of the semester for full-time students, and after completing the lecture course and practical training during the face-to-face classes for part-time students. The semester validation shall be recorded in the main registration 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 fulfil 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.

### **Section III. Passing to a Higher Course**

**Art. 104. (1)** Passing and enrolment in a higher training course shall be done upon successful completion of the semester exams and the training practices in the curriculum (study plan) and after paying the semester tuition fee within the determined period of time.

(2) Passing and enrolment 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.

(2) (Amend. and suppl. – 27.04.2020, amend. – 21.03.2022) In exceptional cases, at the proposal of the Dean/Director of the College (branch), in concordance with the Head of Department, conducting the discipline, and with the permission of the Vice Rector of Educational Affairs, exceptional exam dates beyond the framework of the resit and liquidation sessions can be determined for sitting for untaken exams from the previous year in certain disciplines. Sitting for an exam

on these exceptional dates shall take place after obtaining an individual protocol and paying a fee, approved by the Academic Council.

**Art. 106. (1)** (Previous text of Art. 106, amended and suppl. - 11.05.2015) It is not permitted to commence a pre-graduate state internship without the successful completion of all semester exams from previous years in accordance with the curriculum.

#### **Section IV. 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 fulfilment 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-graduation internship) 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.

**(4)** In the cases under para 2 and para 3, item 3 – a period of time other than the regulated one, but not more than 5 years after submitting a motivated request by the student can be determined upon an order the Rector.

**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.

**(3)** (New - 11.11.2019) The student who has interrupted his/her studies "due to other important (personal, family) reasons" is entitled, following a written application, by decision of the Rector and following the payment of a full amount of the statutory tuition fee, to enrol again for the academic year in the same year of study.

**Art. 111.** (Amend. and suppl. - 14.06.2017) Students who have interrupted their study due to “poor performance” shall be entitled, once for the whole period of training, upon a submitted written request and under a resolution of the Rector and after paying half of the normatively determined tuition fee to enrol again for the academic year in the same course, and attend the courses of study in the certified of attendance disciplines with failed exams. The certified of attendance periods of study and the current control of these disciplines shall be recognized.

**Art. 112. (1)** Students who have interrupted their studies due to an “uncertified of attendance semester” can enrol 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-enrolment 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 enrolment 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 fulfil his/her obligation under para 1 – 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 fulfil all obligations thereunder.

## **Section. V. Removal and Suspension. Reinstatement of Student Rights**

**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)** (Amended and suppl. - 10.12.2018) 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:

1. 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
2. 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 enrolment (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.

**Art. 119. (1)** Suspended students may apply for reinstatement of their student rights after passing a competition successfully or at the discretion of the Rector of MU-Varna, and in accordance with the Higher Education Act.

**(2)** Students who have reinstated their student rights shall continue their education in the same specialty and form of education.

**(3)** Reinstatement cannot be provided before the expiration of the term of suspension.

**(4)** New - 11.11.2019.) Students, suspended due to submitting incorrect data, on the basis of which they have been admitted to Medical University – Varna, shall submit the necessary set of application documents again, in compliance with the adopted order. In the event of failure by the student to submit, within the time

limit set, documents certifying the grounds for his/her admission to Medical University – Varna, he/she shall be deemed to have left at his/her own request and shall be written off by the University.

**Art. 120. (1)** Students who have reinstated their student rights shall fulfil all obligations in accordance with the current at the time of the reinstatement study plan.

**(2)** Successfully passed exams and adjudicated for them credits before the suspension of students who have reinstated their student rights shall be recognized.

**(3)** Students who have reinstated their student rights shall take the untaken from prior periods exams within the academic year, in which they have reinstated their rights, during the regulated examination sessions (resit and liquidation), as for an exceptional sitting for an exam a tuition fee shall be paid, determined by the Academic Council.

**Art. 122.** Removed from the University persons can reapply for admission to MU-Varna again, on a general basis and ranking in accordance with the general procedure.

**Art. 123. (1)** Student's final status shall be resolved upon an order of the Rector, based on the report of the Dean/Director of the basic unit.

**(2)** (Amended and suppl. - 03.02.2025) The official order shall be delivered to the student by the organizer/expert of educational affairs in the respective Dean's Office/student affairs office of the College (branch) or sent to the declared by him/her correspondence address by a registered letter with acknowledgment of receipt.

**(3)** Special cases, not covered by these Regulations, shall be resolved by the Rector.

## **CHAPTER SEVEN**

### **PRACTICAL EDUCATION**

#### **Section I. Study Practices**

**Art. 125. (1)** Study practices of students shall be conducted in specialties, according to the specialty study plan and in accordance with the Unified State Requirements.

**(2)** A thematic programme, which sets the rules for its implementation, as well as the organizational and methodical provision and its thematic content, shall be developed for each study practice. The minimum required standard of practical activities accomplished by student shall be specified. The study practice programmes shall be adopted by the respective Programme Council of the specialty and approved by the Faculty Council/College Council.

**(3)** Study practices in the specialty study plan shall be compulsory for all students.

**Art. 127. (1)** Study practices shall end with testing of the acquired knowledge and skills, which shall be certified in the "Diary" of the student for the accomplished study practice. The "Diary" is an official document in which the

student shall record the manipulations performed by him/her every day and their record shall be controlled by the practice supervisor.

**(2)** (Amended and suppl. – 13.07.2020) A student who does not have a validated (certified of attendance) training practice and has not submitted a Diary (Trainee's Book) with certified practical training to the Dean's Office/Student Affairs Office of the College, cannot enrol in a higher course. An exception may be granted with the authorisation of the head of the main unit, on the basis of an application by the student, because of illness, pregnancy, for mothers with children of up to 6 years of age, as well as due to enforcement of anti-epidemic measures to limit/prohibit visits by outside persons to hospital care facilities. In the cases referred to in the preceding sentence, the practical training shall be carried out in case of revocation of the grounds for non-implementation, within a time limit set by the head of the main unit.

**Art. 128. (1)** (Amended and suppl. - 11.05.2015, amended and suppl. – 14.06.2017, amended and suppl. - 10.12.2018) Facilities for conducting training internships shall be public and private health, medical and social institutions that meet the legal requirements pertaining to the respective specialties, proposed by the Programme Council and approved by the respective Faculty Council/College Council.

**(2)** Students can conduct their summer study practice in other cities of the country or abroad, at bases that meet the legal requirements pertaining to the respective specialties - with the permission of the Dean/Director of the College / branch after a reasoned request submitted by the student, accompanied by a letter of confirmation from the head of the hospital institution or a contract for participation in a student mobility programme.

**(3)** (New - 14.06.2017, amended and suppl. - 10.12.2018, amended and suppl. - 27.04.2020, amended - 21.03.2022, amended and suppl. - 16.02.2023, amended – 13.09.2024) After the expiry of the term of the contract with the basis under paragraph 1, the conclusion of an additional agreement or of a new contract shall be carried out by the Rector upon a proposal by the Vice-Rector of “Postgraduate Education” in accordance with Art. 124a.

**(4)** (New - 10.12.2018) The training practices shall be organized, conducted and reported in accordance with the terms of these Regulations and the Regulation on the implementation of pre-graduation internships and training practices, adopted by the Council of the respective main unit. The training practices at the Affiliates shall be conducted in accordance with the Regulation on the implementation of pre-graduation internships and training practices, adopted by the Faculty Council of Faculty of Public Health.

**Art. 130.** Students in the specialty “Medicine” shall perform summer study practices after the 6<sup>th</sup> and 8<sup>th</sup> semester, with duration not less than 30 calendar days (150 hours).

## Section II. Pre-graduation Internship

**Art. 135. (1)** Pre-graduation internship of students in MU-Varna shall take place according to the study plan of the respective specialty according to a thematic programme, which shall set the rules for its conduct, as well as for its organizational and methodical provision and thematic content. The minimum required norm of practical activities performed by the student shall be specified.

**(2)** Programmes of Pre-graduation internship shall be developed in accordance with the Unified State Requirements and shall be adopted by the respective Programme Council of the specialty and approved by the Faculty Council/College Council.

**(3)** Pre-graduation internship in the specialty study plan shall be compulsory for all students.

**Art. 137. (1)** (Amended and suppl. – 11.05.2015, amended and suppl. – 14.06.2017, amended and suppl. – 10.12.2018) Facilities for students' Pre-graduation internship shall be public and private health, medical and social institutions that meet the legal requirements for the respective specialty, proposed by the Programme Council and approved by the Faculty Council/College Council.

**(2)** (Amended and suppl. - 14.06.2017, amended and suppl. - 03.02.2025) It is permissible the pre-graduation clinical internship in individual disciplines to be carried out in foreign health institutions accredited by the legislation of the country concerned. The medical establishment shall declare the existence of at least the following circumstances: consent of the student to carry out practical training on certain disciplines of the pre-graduation internship, the availability of accreditation under the relevant national legislation, other facts and circumstances. In these cases, the intern shall carry out his/her internship in accordance with the schedule of the group in which he/she is distributed by the academic affairs organizers/experts in the relevant Faculty, and shall take state exams at MU-Varna according to the schedule specified for the group.

**(3)** (New - 14.06.2017) The pre-graduation internship referred to in paragraph 2 shall be carried out following an authorisation by the Dean of the Faculty, on the basis of a written application by the student, to which he/she shall attach a specimen declaration by the medical institution concerned, a specimen declaration by the student, other documents and information referred to as annexes thereto.

**(4)** (Former paragraph 3 - 14.06.2017) No pre-graduation internship in accordance with an individual schedule is allowed. The same refers to a parallel pre-graduation internship in two disciplines at the same time.

**(5)** (New - 14.06.2017, amend. and suppl. – 10.12.2018, amend. and suppl. – 27.04.2020, amend. – 21.03.2022, amend. and suppl. – 16.02.2023, amended – 13.09.2024) After the expiry of the term of the contract with the basis under paragraph 1, the conclusion of an additional agreement or a new contract shall be carried out by the Rector upon a proposal by the Vice-Rector for Postgraduate Education in accordance with Art. 124a.

**(6)** (New - 18.06.2018) Students can carry out a pre-graduation internship in full or in individual disciplines in medical facilities in the territory of the country

with which Medical University of Varna has not concluded a contract and which have a positive accreditation assessment for students' training in the respective specialty. In these cases, the pre-graduation internship shall take place following the authorisation of the Dean/Director of the Medical College/Director of the Affiliate, on the basis of a written application by the student, to which a letter of confirmation by the head of the medical institution is applied.

**Art. 142.** (Amended and suppl. - 03.06.2024) Pre-graduation internship in the specialty "Medicine" shall be with duration of 310 calendar days or 1320 hours altogether and shall be divided among the main disciplines as follows:

- Internal Medicine – 85 calendar days
- Surgery – 75 calendar days
- Paediatrics – 51 calendar days
- Obstetrics and Gynaecology – 50 calendar days
- Infectious Diseases, Epidemiology, Hygiene and Social Medicine – 35 calendar days
- General Medicine – 9 calendar days
- Emergency Medicine – 5 calendar days.

## **CHAPTER EIGHT**

### **COMPLETION OF EDUCATION**

#### **Section I. State Examinations and Thesis Defence**

**Art. 150. (1)** In accordance with the Unified State Requirements the education in the specialty "Medicine" shall be accomplished through passing state examinations in: Internal Medicine; Paediatrics; Hygiene, Infectious Diseases, Epidemiology and Social Medicine; Obstetrics and Gynaecology; Surgery.

**(2)** (Amended and suppl. - 03.06.2024) Conducting a Pre-graduation internship in General Medicine and Emergency Medicine is compulsory for the graduation of students in the specialty "Medicine". On the last day of the internships in General Medicine and Emergency an interview or final test is held with the students.

**Art.172. (1)** Pregnant female students, female students – mothers with children under 6 years of age, students with severe illnesses and serious family or personal reasons can submit a request to postpone the state exams/thesis defence, which shall be made during the sessions of the subsequent courses, but not later than 3 years.

**(2)** Upon recognition of the relevant reasons, students under para. 1 shall not pay a fee for the additionally taught disciplines for equalization of the study plan and for the extraordinary sitting for diploma thesis defence.

#### **Section II. Graduation**

**Art.175. (1)** Completion of education and acquisition of an educational and qualification degree shall be certified by a diploma issued by the University.

(2) A diploma of a completed educational and qualification degree of higher education shall be issued after successful completion of all obligations under the study plan of the respective specialty, regardless of the calendar period of education. The graduates with successfully passed state examination (or a defended diploma thesis) shall receive a diploma of higher education with an educational and qualification degree “Master”, “Bachelor” or “Professional Bachelor” in the respective professional field.

(3) The diploma shall be issued in Bulgarian language, under the established pattern, registered in the Ministry of Education and Science and with the attributes, corresponding to the requirements of the Ordinance on the State Requirements for the Content of the Basic Documents Issued by the Higher Schools.

(4) European Diploma Supplement under Art. 7, para 1 of the Higher Education Act shall be obtained after a submitted written request by the graduate. The European Diploma Supplement shall be issued in one of the widely used languages of the European Union.

**Art. 176.** Students in the specialty “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 “Medicine” of the educational and qualification degree “Master”, with professional qualification “Medical Doctor” (MD).

**Art. 185. (1)** MU-Varna shall prepare the diplomas of graduates within four months from the acquisition of their right to graduate – successful passing of the final state examination or a diploma thesis defence.

(2) Official diploma award promotion of the graduates of a particular specialty shall take place once a year – at an official ceremony, organized by the University.

## **CHAPTER NINE**

### **STUDENT RIGHTS AND OBLIGATIONS.**

#### **STUDENT COUNCIL**

##### **Section I. 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. (Amended and suppl. - 16.02.2022) transfer to another higher education institution, faculty, specialty, degree or form of education in accordance with the internal regulations of the University and Chapter 10 of these 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 holidays, 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 halls of residence, 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 and qualification or educational and 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.

## **Section II. Special Rights and Benefits**

**Art. 190. (1)** MU-Varna can provide special benefits for students - pregnant women and mothers of children under 6 years of age, persons with permanent disability and reduced working capacity of 70 and over 70 per cent, chronically ill and dispensarised, severely ill during the regular sessions, as well as students with sudden serious personal and family problems.

**(2)** The use of the relieved regime shall be permitted by the Dean/Director, following a written request by the student, accompanied by documentary evidence of the reason for use of a benefit.

**Art. 191. (1)** Students under Art. 190, para 1 shall have the additional right of “permanent session” (sitting for an exam chosen by the student on a date within the scheduled examination sessions). The application shall be submitted to the head of the basic unit before the beginning of the examination session or throughout the session in case of sudden emergent circumstances. The application shall be accompanied by documents certifying the need for a permanent session.

**(2)** Upon a resolution of the head of the basic unit (Dean/Director) and in concordance with the head of the department, conducting the discipline, students under Art. 190, para 1, who for valid reasons have not sat for the regular, resit or liquidation session can sit for the exams out of the session, but not later than three weeks after the end of the liquidation session, without paying an additional fee for extraordinary sitting for examination.

**Art. 192.** Students with serious diseases, pregnant women and mothers with children under 6 years of age shall be entitled to a relieved regime of classes. With the permission of the head of the basic unit, those students shall be allowed up to 50% non-attendance of classes but with a commitment to work off at least half of them without paying any additional fee.

**Art.193.** Students with documented serious illness, pregnant female students, mothers with children under two years of age and students with evidence of serious personal or family reasons shall be entitled to interrupt their education up to two consecutive years or for a period, determined by the Rector, but not longer than five years.

### **Section III. 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. get 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 behaviour and appearance
8. respect the rights of intellectual property and be responsible for plagiarism
9. enrol 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

#### **Section IV. 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 behaviour 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
3. suspension from MU-Varna for a specified period

**(2)** (Amended and suppl. - 03.02.2025) 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/expert of educational affairs in the respective Dean's Office/student affairs office of the College (branch). If personal delivery is not possible, the order shall be sent to the address for correspondence declared upon enrolment, via registered mail with acknowledgment of receipt.

**Art. 197. (1)** (Amend. and suppl. - 23.01.2017, amended and suppl. - 20.11.2023) In cases of confirmed cheating during current control, semester examination, state examination or plagiarism committed by a student in the development of independent work, he/she shall be penalized with a poor mark and reprimand. In case of a repeated violation – the sanction shall be a failing grade and a warning of suspension, and in the event of another violation – a failing grade and suspension for a period determined by the Rector.

**(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.

### **Section V. Student Council**

**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. The mandate of the students and doctoral students in the General Assembly and in the Student Council of the University shall be two years, including the right to be elected for one more term. The Student Council shall elect a President among its members who shall organize and manage its activities and shall represent it before the managing bodies of MU-Varna, the basic and auxiliary units in it.

**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 halls of residence
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

## CONTACTS

### **Medical University of Varna**

Website: [www.mu-varna.bg](http://www.mu-varna.bg)

Address: Varna 9002, 55 Marin Drinov Street

Telephone operator: 052 677 050

<http://www.mu-varna.bg>

### **Dean**

Prof. Yoto Yotov, MD, PhD – Dean of the Faculty of Medicine

✉ [yoto.yotov@mu-varna.bg](mailto:yoto.yotov@mu-varna.bg) ☎ +359 52 978 373

### **Vice Dean - "Science, Research and Career development"**

Prof. Emil Kovachev, MD, PhD, DSc

✉ [emil.kovachev@mu-varna.bg](mailto:emil.kovachev@mu-varna.bg) ☎ +35952 677 283

### **Vice Dean - "Educational Affairs, Accreditation and Quality"**

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

✉ [maria.dimova@mu-varna.bg](mailto:maria.dimova@mu-varna.bg) ☎ +35952 978 537

### **Office of the Registrar (Student Affairs Office)**

Ms Dilyana Panayotova – Student Affairs Officer

Ms Diyana Nikolova – Student Affairs Officer

Ms Sirma Draganova – Student Affairs Officer

Ms Yuliya Angelova – Student Affairs Officer

Ms Mariya Kolarova – Student Affairs Officer

Address: Varna 9002, 55 Marin Drinov Street, room 205-1

✉ [medicine.en@mu-varna.bg](mailto:medicine.en@mu-varna.bg) ☎ +35952 677 087

### **Office of Educational Affairs**

Ms Svetlana Grancharova – Head of the Office

Address: Varna 9002, 55 Marin Drinov Street, room 206

✉ [svetlana@mu-varna.bg](mailto:svetlana@mu-varna.bg) ☎ 052 677 013

### **Office of Admissions**

Ms Ivelina Mironova – Expert in Student Admissions

Ms Ralitsa Ivanova-Vasileva – Expert in Student Admissions

Ms Radina Radeva – Expert in Student Admissions

Ms Radostina Andonova – Expert in Student Admissions

Address: Varna 9002, 55 Marin Drinov Street, room 210A

✉ [admissions@mu-varna.bg](mailto:admissions@mu-varna.bg) ☎ +35952 677 085, 052 677 108

### **Blackboard**

Virginia Benzarova – Director of International Center for E-learning and Distance Education

Address: Varna 9002, 55 Marin Drinov Street, 3<sup>rd</sup> floor, room 304A

✉ [elearn@mu-varna.bg](mailto:elearn@mu-varna.bg) ☎ 052 677 123, 052 677 124

### **Faculty of Dental Medicine**

Address: Varna 9000, 84 Tsar Osvoboditel Blvd

✉ [fdm@mu-varna.bg](mailto:fdm@mu-varna.bg) ☎ 052 677 202

### **Faculty of Pharmacy**

Address: Varna 9000, 84 Tsar Osvoboditel Blvd

✉ [dekanat\\_pharm@mu-varna.bg](mailto:dekanat_pharm@mu-varna.bg) ☎ 052 677 204

### **Medical College**

Address: Varna 9000, 84 Tsar Osvoboditel Blvd

✉ [mk@mu-varna.bg](mailto:mk@mu-varna.bg) ☎ 052 677 264

### **University Multi-Profile Hospital for Active Treatment “Saint Marina”**

Address: Varna 9010, 1 Hristo Smirnenki Blvd

<http://www.svetamarina.com> ☎ 052 302 851

### **Multi-profile Hospital for Active Treatment “Saint Anna”**

Address: Varna 9000, 100 Tsar Osvoboditel Blvd

<http://www.svetaanna-varna.com> ☎ 052 821 555

### **Specialized Hospital of Obstetrics and Gynecology “Prof. Dr. D. Stamatov”**

Address: Varna 9000, 150 Tsar Osvoboditel Blvd

<http://www.agvarna.com> ☎ 052 677 283

### **Specialized Eye Hospital – Varna**

Address: Varna 9002, 15 Doyran Street

<http://www.eyehospital-varna.com> ☎ 052 634 901

### **Regional Health Inspectorate**

Address: Varna 9000, 3 Bregalnitsa Street

<http://www.rzi-varna.com> ☎ 052 665 200

### **Library**

Address: Varna 9002, 55 Marin Drinov Street, 2<sup>nd</sup> floor

<http://library.mu-varna.bg>

✉ [library@mu-varna.bg](mailto:library@mu-varna.bg) ☎ 052 677 119

## ACADEMIC SUPPORT

### **Head of the English Language Programmes in Medicine and Dental Medicine:**

Prof. Lubomir Makedonski, PhD

Address: Varna 9000, 150 Tsar Osvoboditel Blvd, room 314

✉ lubomir60@yahoo.com, makedonski@mu-varna.bg;

☎ +35952 677 050; ext. 2892, 📠 +359882215566

The Head of the English language programmes:

- works closely with all the academic coordinators from the Faculty of Medicine and the Faculty of Dental Medicine responsible for the relevant courses in assisting, advising and solving problems
- assists the Office of Educational Affairs in the recognition of prior learning process and applications
- coordinates the social events for students
- assists in solving academic or any social (daily) problems students might have
- assists the Office of Educational Affairs in the admission campaigns for foreign students

## ACADEMIC COORDINATORS:

### First-year students

Assoc. Prof. Veselina Panayotova (Department of Chemistry)

✉ ivanova@mu-varna.bg ☎ + 35952 677 050, ext. 2948

Assist. Prof. Yanka Baneva (Department of Physics and Biophysics)

✉ yanka.baneva@mu-varna.bg/yanysh@abv.bg ☎ + 35952 677 258

### Second-year students

Assist. Prof. Radoslav Spasov, MD, PhD (Department of Anatomy and Cell Biology)

✉ radoslav.spasov@mu-varna.bg ☎ + 35952 677 050, ext. 2618

Prof. Margarita Velikova, MD, PhD (Department of Physiology and Pathophysiology)

✉ margarita.stefanova@mu-varna.bg ☎ +35952 677 072

### Third-year students

Assist. Prof. Krasimir Todorov, MD (Department of Propaedeutics of Internal Medicine)

✉ krasimir.todorov@mu-varna.bg ☎ +35952 677 050

### Fourth-year students

Assist. Prof. Mari Hachmeriyan, MD, PhD (Department of Medical Genetics)

✉ mari.hachmeriyan@mu-varna.bg/mari.hachmeriyan@gmail.com ☎ +35952 978 649

### Fifth-year students

Prof. Vasil Bozhkov, MD, PhD, DSc (Department of Surgery)

✉ vasil.bozhkov@mu-varna.bg ☎ +35952 978 671

### Sixth-year students

Assoc. Prof. Mariya Dimova, MD, PhD (Department of Propaedeutics of Internal Medicine)

✉ maria.dimova@mu-varna.bg ☎ +35952 978 537

The academic coordinator:

- develops the weekly schedules
- develops the schedules for colloquia (midterm tests) and compensatory classes
- develops the examination session schedules
- assists students in case of any academic problem
- provides assistance to transfer students in regards to organization of covering the additional equivalence requirements (when additional number of academic hours of training and sitting an equivalence examination) is required
- assists in student counselling (for any social and daily issues) and support services in a discreet and ethical way

## COUNSELING AND PSYCHOLOGICAL SERVICES

Dear colleagues,

Being a medical specialist comes with the constant struggle to balance work, stress and personal life.

Being a medical student comes with the same challenges, but also with the struggle to live alone, for some of you in a foreign country in a different culture, away from your family and friends, to become part of a new team, to achieve good results for short time, under great pressure.

All these and many other challenges you could face during your years of education will prepare you for the job of a doctor, but for certain periods could negatively impact your performance if you don't have the right mechanisms of stress management.

The stress could have many faces- from problems with sleep, heart racing, trembling, poor concentration, negative thoughts about the future, to panic attacks and depression.

In order to help you to go through these important years in the University with less stress and achieve the best possible results we announce the start of a new counselling program for students in the Medical University.

You can book an appointment with a specialist by sending a request via e-mail: **ttelbizova@gmail.com** or **miglenad@hotmail.com**

The consultations are confidential and free of charge for students from the Medical University.

**ACADEMIC YEAR 2025/2026**

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

**I. Winter semester**

<b><i>Regular training</i></b>	<b>Official Holidays</b>	<b>Regular examination session</b>	<b>Retake examination session</b>
<b>15.09.2025 – 26.12.2025</b>  <b>15 academic weeks</b>  <i>For first-year students:</i> <b>06.10.2025 – 26.12.2025</b>	15.09.2025 22.09.2025 01.10.2025 24.12.2025 – 26.12.2025	<b>05.01.2026 – 30.01.2026</b>	<b>05.02.2026 – 13.02.2026</b>

**II. Summer semester**

<b><i>Regular training</i></b>	<b>Official Holidays</b>	<b>Regular examination session</b>	<b>Retake examination session</b>
<b>16.02.2026 – 29.05.2026</b>  <b>15 academic weeks</b>	03.03.2026 10.04. – 13.04.2026 01.05.2026 06.05.2026 25.05.2026	<b>08.06.2026 – 10.07.2026</b>	<b>13.07.2026 – 24.07.2026</b>

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

Students with successfully passed exams	13.07.2026 – 11.08.2026 <b>/30 calendar days/</b>
Students with outstanding exam(s) from the regular examination session	27.07.2026 – 25.08.2026 <b>/30 calendar days/</b>

**IV. Pre-graduate state internship**

	15.09.2025 – 13.09.2026 <b>/310 calendar days/</b>
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**V. September retake examination session**

	24.08.2026 – 11.09.2026
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[WWW.MU-VARNA.BG](http://WWW.MU-VARNA.BG)