

**Medical University**

**“Prof. Dr. Paraskev Stoyanov”- Varna**



**REGULATIONS  
ON EDUCATIONAL AFFAIRS**

**Varna, 2016**

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## **Chapter One**

### **GENERAL PROVISIONS**

**Art. 1. (1)** These Regulations provide for the management and organization of the educational process and arrangement of student status at “Prof. Dr. Paraskev Stoyanov” Medical University - Varna (MU-Varna) as required by the current regulatory documents and the Rules of Procedure of the University.

**(2)** The Regulations shall be developed in accordance with Art. 21, para 1, item 2 of the Higher Education Act, Art. 120 and Art. 164 of the Rules of Procedure of MU-Varna.

**(3)** The Regulations shall be adopted and approved by the Academic Council of MU-Varna. Corrections, amendments and addenda thereto can be made under a resolution of the Academic Council.

**Art. 2.** Compliance with the Regulations shall be compulsory for all the members of the academic staff, students and administrative staff of MU-Varna.

**Art. 3.** The education of students at Medical University - Varna shall be organized and conducted in accordance with the legal and sublegal regulatory framework in force in the Republic of Bulgaria, the Rules of Procedure of the University and these Regulations.

**Art. 4.** The educational process at MU-Varna shall take place at:

1. basic units (faculties, college, department) and branches of the University opened under Art. 9, para 2, item 1 and para 3, item 3 of the Higher Education Act;

2. the respective organizational structures, recognized by the legislation of the country, where the education is conducted, and when the educational process is carried out abroad by a foreign higher school under an agreement for joint educational activities or educational franchises;

3. practical educational facilities that meet the legal requirements for the respective specialty;

4. Vocational Training Centre of MU-Varna;

Art. 5. (1) Medical University - Varna can organize and conduct joint education, together with other higher schools, including foreign ones.

(2) Joint education under Inter-University programmes or education within the framework of an educational franchise shall be performed under a collaboration agreement with accredited higher schools and in accordance with the legislative regulations in the country.

## **Chapter Two**

# **TYPES AND FORMS OF EDUCATION**

**Art. 6. (1)** MU-Varna shall organize and conduct education of students with completed secondary education in the educational- qualification degrees (EQD) “Professional Bachelor in...”, “Bachelor” and “Master”.

**(2)** (Amended and suppl. - 13.01.2014) In some specialties, MU-Varna shall organise and conduct training of students who have completed higher education for acquiring an educational and qualification degree "Master" as follows:

1. after having acquired EQD "Professional Bachelor" - not less than 120 ECTS;
2. after having acquired EQD "Bachelor" - not less than 60 ECTS;
3. after having acquired EQD "Master" - not less than 60 ECTS.

**Art. 7. (1)** The education of students at MU-Varna shall be state-funded or by a tuition fee.

**(2)** The students enrolled in places funded by the state and the students studying by a tuition fee shall have equal rights and responsibilities in the educational process.

**Art. 8. (1)** The education of students at MU - Varna shall take place in a full-time form.

**(2)** Under a resolution of the Academic Council for specialties from the unregulated professions, the University may also conduct a part-time or distance form of education in

accordance with the Higher Education Act and the legislative regulations in force.

**(3)** Full-time education can also be conducted on a modular basis.

**(4)** Students who have completed different forms of education shall acquire the same degree provided they have fulfilled the state requirements and have been trained according to the study plan of the respective specialty.

**Art. 9. (1)** Distance form of education shall be equal to full-time form of education in relation to the content of the study plan and the required number of credits for the respective specialty and the educational-qualification degree.

**(2)** Distance form of education also may include attendance periods, conducted at the basic units of MU-Varna and may not exceed 30% of the full-time education in a specific specialty.

**Art. 10. (1)** (Amended and suppl. - 11.05.2015) Medical University - Varna provides training of students in the specialties of “Medicine”, “Dental Medicine”, “Pharmacy”, “Nursing”, “Midwifery”, “Health Management”, “Public Health”, “Health Care Management”, “Pharmacy Management”, “Public Health and Health Management”, “Rehabilitation, Sea Treatment, Wellness and SPA”, “Assistant - Pharmacist “, “Physiotherapy Assistant”, “Dental Technician”, “Medical Laboratory Assistant”, “X-ray Laboratory Assistant”, “Public Health Inspector”, “Medical Cosmetician”, “Medical Optician”.

(2) MU-Varna can provide education to students in other specialties under a resolution of the Academic Council and in accordance with existing legislative regulations.

**Art. 11.** The education in the specialties of the regulated professions “Medicine”, “Dental Medicine”, “Pharmacy”, “Nursing” and “Midwifery” shall be conducted only in a full-time form and in accordance with the provisions of the Ordinance on the Unified State Requirements for Acquiring Higher Education in the respective specialty.

**Art. 12.** The education in the specialty “Health Management” for the educational-qualification degree “Bachelor” shall be in a full-time and a part-time form. The education in a full-time form shall last 8 semesters, while it shall be 10 semesters in a part-time form.

**Art. 13. (1)** The education in the specialty “Health Care Management” for the educational-qualification degree “Bachelor” shall be in a full-time and a part-time form - with duration, respectively 5 and 6 semesters.

(2) The education in the specialty “Health Care Management” for the educational-qualification degree “Master” shall be in a full-time and a part-time form - with duration, respectively after “Bachelor” in the same specialty - 2 semesters; after “Bachelor” in any other specialty - 3 semesters.

(3) (New - 11.05.2015) Training in the specialty of “Rehabilitation, Sea Treatment, Wellness and SPA” shall be implemented both full-time and part-time. The duration of full-time training after educational and qualification degree “Professional Bachelor in ...” shall be two years.



**Art. 14.** The education in the specialties “Public Health”, “Health Management”, ” Pharmacy Management” and “Public Health and Health Management in Russian” for acquiring the EQD “Master” shall be in a full-time and a part-time form. The duration of full-time education shall not be less than two semesters.

**Art. 15. (1)** (Amended - 11.05.2015) Medical College provides training in the following specialties: “Assistant Pharmacist”, ”Physiotherapy Assistant”, ” Dental Technician”, ”Medical Laboratory Assistant”, ”X-ray Laboratory Assistant”, “Public Health Inspector”, “Medical Cosmetician” and “Medical Optician”.

**(2)** The education at the Medical College shall be full-time, lasting three years, corresponding to 6 semesters, the latter of which shall be Pre-graduation Traineeship.

**(3)** The education in specialties of the unregulated professions at the Medical College can be conducted both in a part-time or distance form of education, in compliance with the requirements of the relevant legislative regulations.

**Art. 16. (1)** The Vocational Training Centre of MU – Varna shall organize and conduct training for vocational education in the specialties “Healthcare Assistant” and “Caregiver”.

**(2)** Under a resolution of the Academic Council and in compliance with the legislative regulations, the Vocational Training Centre of MU - Varna can conduct training for vocational education in other specialties, as well.

**Art. 17. (1)** MU-Varna shall create opportunities for acquiring a second or a new specialty within the framework

of the education in one educational degree apart from the regulated ones, under the requirements of the Higher Education Act for students meeting the following conditions:

- successfully completed period of education in the basic specialty (semester);
- successfully passed entrance examinations for the second / new specialty (provided the legislative regulations require passing such examinations);
- average grade of previous periods of education in the basic specialty- not lower than “Good (4,00)”.

**(2)** The education in the second or the new specialty can be commenced not later than the beginning of the last semester of the basic specialty.

**(3)** Annually, under a resolution of the Academic Council, at the proposal of the Deputy-Rector of Educational Affairs shall be determined the specialties, the requirements for admission and the tuition fees for a second and / or a new specialty.

**(4)** The completed “second specialty” shall be registered into the compulsory requisites of the Diploma of completed educational-qualification degree of the first specialty and the Supplement to it. A separate diploma for higher education shall not be issued for a completed second specialty.

**(5)** A new diploma of higher education for the respective educational-qualification degree shall be issued for a completed “new specialty” in parallel with the first one.

**(6)** The education in the second or the new specialty shall be conducted in a full-time, a part-time or a distance form

depending on the specialty. Only one of the two specialties can be studied in a full-time form.

**(7)** Applications for education in a second or a new specialty shall be submitted to the Rector, at the Faculty Office in which the student has been taught in the first specialty. After the entry of the student status and the Dean's consideration, the applications shall be sent through official channels to the faculty, in which the education in the second specialty shall be conducted, for consideration by the Dean. The applications approved by the Rector shall be sent to the Faculty Office at which the education in the second specialty shall be conducted.

**(8)** Students approved for a second / a new specialty shall be registered in the relevant faculty/college in compliance with all the requirements for enrollment of new students and upon payment of a semester tuition fee. Students, studying a second specialty, shall be given a new faculty number and issued a new student's book, where it shall be stated that the education is in a second specialty.

**(9)** Successfully passed exams in the first specialty can be recognized in the second / new specialty given the volume and the content of the teaching material in the respective discipline coincides at least 80%. The recognition of periods of study and passed examinations, as well as the registering of the grades in the main registration book shall be done by the lecturers, conducting the respective disciplines.

**(10)** The average annual results in the second / new specialty shall not be a basis for the student to obtain a scholarship and be accommodated in the student halls of residence.

**(11)** Since the state subsidizes the education of only one specialty, for the second / new specialty a tuition fee shall be paid, the amount of which shall be determined annually by the Academic Council.

**(12)** Graduation of students, studying a second / a new specialty, shall be accomplished through the implementation of the study plan for the educational - qualification degree of the respective second / new specialty.

**(13)** A student shall be entitled to study only one second / new specialty.

**Art. 18.** The education of students at MU-Varna shall be conducted in Bulgarian or in English. Under a resolution of the Academic Council education of students in certain programmes, modules, specific disciplines or entire specialties can be conducted in another language.

**Art. 19. (1)** The Department of Foreign Language Teaching , Communication and Sports shall organize and implement language and specialized preparation in Bulgarian language for foreigners, applying to MU-Varna, in accordance with the Ordinance on the State Requirements for Admission of Students in Higher Education Institutions of the Republic of Bulgaria .

**(2)** MU-Varna shall organize and conduct language and specialized preparation in English of the applicants for training in the English-language programmes of the University.

**(3)** The education under para 1 and 2 shall be conducted in the preparatory courses for language and specialized preparation in Bulgarian language (English, respectively) and

shall be implemented according to a study plan that includes compulsory academic disciplines, divided into two groups, with a minimum horarium of 850 academic hours for Bulgarian language (English) and 350 hours for specialized academic disciplines.

**(4)** The education in preparatory courses for language and specialized training in Bulgarian or English language shall be organized and conducted at the Department of Foreign Language Teaching, Communication and Sports in collaboration with the departments, providing specialized education in the specific disciplines.

**Art. 20.** Foreigners can be enrolled for education, which is conducted entirely in Bulgarian, provided they meet one of the following conditions:

**1.** having passed the preparatory course for language and specialized training in Bulgarian language at the Department of Foreign Language Teaching, Communication and Sports of MU-Varna;

**2.** successfully passed examination in Bulgarian - general and specialized - at the Department of Foreign Language Teaching, Communication and Sports of MU-Varna;

**3.** submission of a certificate of successful completion of language and specialized training in Bulgarian language, duly issued by another higher medical school in Bulgaria.

**Art. 21.** Bulgarian nationals and nationals of member states of the European Union and the European Economic Area who have completed their secondary education at foreign schools and in their Diploma of Secondary Education there is no grade in Bulgarian language can be enrolled for

education, which is conducted entirely in Bulgarian, after successfully passing the examination verifying the knowledge of Bulgarian language at the Department of Foreign Language Teaching, Communication and Sports of MU-Varna, or after submitting a certificate of language proficiency - level B2.

**Art. 22.** Applicants for education conducted entirely in English shall pass initially a preparatory course for language and specialized training in English or certify a level of proficiency in the language by sitting for a test in English at the Department of Foreign Language Teaching, Communication and Sports, or by submitting one of the following international certificates:

1. “Cambridge ESOL Exams - FCE level - Pre-Advanced First Certificate in English”, or a higher level;
2. “ECL Level B2”, or a higher level;
3. “IELTS Band 6 - competent user”, or a higher level;
4. “Pearson Test of English General Level 3” or a higher level;
5. “TELC The European Language Certificates, or telc - language tests telc English B2”, or a higher level;
6. “TOEFL iBT (computer-based test)” - a minimum score of 61 points;
7. “TOEFL PBT (paper-based test)” - a minimum score of 543 points, (written test) - a minimum score of 4.0 (on a scale from 1-6);
8. “Trinity's Integrated Skills in English (ISE) exams ISE II level”, or a higher level.

**Art. 23. (1)** Foreign students for whom Bulgarian language is not a native language shall pass obligatory training in Bulgarian language as a compulsory discipline, in parallel with their education. This requirement shall be applied also to foreign students transferred to MU - Varna from abroad.

**(2)** Besides being a compulsory discipline, general and specialized Bulgarian language shall be offered to foreign students from the 1<sup>st</sup> to the 4<sup>th</sup> course as an optional discipline, too.

**(3)** (Amended and suppl. - 07.10.2013) International students from English Language Programmes shall be given an opportunity to sit for exams for European Certificate of Language (ECL) in Bulgarian language for the respective levels at the Department of Foreign Language Teaching, Communications and Sports.

## **Chapter Three**

# **STRUCTURE AND ORGANIZATION OF EDUCATIONAL PROCESS**

### ***Section I. Structure, Management and Coordination of Educational Process***

**Art. 24. (1)** The Academic Council shall determine the educational policy of the University.

**(2)** The Rector of MU – Varna shall manage the overall activities of the University related to the educational process.

**(3)** The Deputy-Rector of Educational Affairs shall implement direct management and control of the educational affairs at MU- Varna. The management and control of the educational affairs in the respective units shall be conducted by the deans of faculties and their deputies, the directors of the College and its branches and their deputies, the Director of the department; the heads of the departments and educational and scientific sectors (ESS); the head of Student Affairs Office; the Director of the Vocational Training Centre.

**Art. 25. (1)** Organization and coordination of the educational process shall be conducted by the deans and the directors of the College (branch), their deputies, the head of Student Affairs Office and the heads of departments (ESS).

**(2)** Course leaders, programme coordinators and administrative assistants in departments (ESS) shall work together with organizers of educational affairs at Dean's offices/ the College (branch) and experts from Student



Affairs Office – in order to ensure proper organization and administration of the educational process.

**(3)** (New - 11.05.2015) Administrative assistants shall submit to Student Affairs Office the planned workload of all lecturers at the Department (TRS) through the electronic planning system at MU-Varna.

**(4)** (Former paragraph 3, amended on 11.05.2015) The head of Student Affairs Office shall render direct methodological guidance and control over the organization of the training process, planning and coordination of auditorium workload.

**Art. 26. (1)** The management of MU-Varna shall develop a comprehensive strategy in relation to the quality of education, in compliance with the national strategy of higher schools in the Republic of Bulgaria, and shall provide suitable conditions for effective functioning of the quality management system in order to meet the determined policy and commitments to students and the society.

**(2)** The activities for providing quality management of the education at MU-Varna are set out in the Guidelines for Quality Management of Education at the University.

**Art. 27. (1)** At the proposal of the Deputy-Rector of Educational Affairs, the Academic Council of MU – Varna shall elect a Committee on Educational Affairs.

**(2)** The Committee on Educational Affairs is a consultative body to the Deputy - Rector of Educational Affairs - with an expert role and functions targeted at advanced development and modernization of education at the University, updating and improving the study plans and programmes, updating

teaching methods, improving the educational process, implementing leading teaching and educational practices, providing a consistent high quality level of education and its orientation towards the needs of the consumers.

**(3)** The Committee on Educational Affairs shall report to the Rector and to the Academic Council.

**Art. 28. (1)** (Amended - 11.05.2015) With a view to the systematic education quality management and improvement of the training process, Programme Councils shall be established to the specialties in the respective faculties and at the Medical College.

**(2)** The members of each Programme Council shall be adopted by the Faculty Council / the College Council, at the proposal of the Dean / Director of the College.

**(3)** (Amended and suppl. - 11.05.2015) Programme Councils shall include:

1. lecturers from the respective specialty;
2. a representative from each Affiliate – a lecturer, proposed by the Department Council of the specialised department;
3. student representatives from the respective specialties;
4. representatives of employers and consumers.

**(4)** Programme Councils shall perform the following functions:

1. systematic updating and improvement of the study plans and programmes of the specialty;

2. updating of study content and teaching materials (textbooks, manuals, handbooks) in the specific disciplines;
3. implementation of leading European and world teaching educational practices;
4. synchronization of teaching in the specific disciplines in the specialty study plan and coordination of the study content and topics across the specific departments;
5. modernization of methods of teaching and education and implementation of modern information and communication technologies and tools;
6. improvement of practical training in the respective specialty;
7. interaction and feedback from students in relation to the educational process;
8. updating the list of databases and supervisors of internships;
9. involving leading European and world experts as guest-lecturers in the education in the specific specialties;
10. discussion and adoption of topics, managers and reviewers of the diploma theses;
11. study of the educational needs in the respective specialty;
12. promotion of the specialty;
13. creating connections with graduate students and evaluation of their fulfillment.

(5) Programme Councils shall report their activities to the Dean / Director of the College and the Deputy-Rector for Educational Affairs at least once per academic year.

**Art. 29.** In connection with the systematic quality management of education, the University Management shall provide:

1. conducting an ongoing audit of the educational process at the basic units and branches - regulated by the Guidelines for Quality Management of Education at MU-Varna;

2. mandatory exchange of information and feedback from students;

3. evaluation and monitoring of customer satisfaction;

4. adherence to the principle of transparency regarding its consumers and academic staff by providing information on the existing problems in the educational process, the measures taken and the results achieved;

5. conditions for information and guidance for students on the opportunities for education, development and creation of specialists, provided by MU-Varna.

**Art. 30 a.** (New - 11.05.2015) The implementation, improvement, coordination and integration of digital media and modern e-learning in all faculties and departments of the University shall be accomplished by the Centre for e-learning and distance learning (CeLDL). The Centre shall provide:

1. Competence development in the field of e-learning of the academic staff and students;

2. Proposing various forms of consultations, training and qualification courses for lecturers and students;

3. Supporting students' full access to internal and external teaching resources and to corresponding to users' demands online systems for self-training and additional electronic interactive training materials and tests;
4. Opportunities for electronic testing;
5. Supporting research projects of Medical University-Varna in the field of e-learning and digital media;
6. Assistance for establishing an integrated electronic campus of Medical University - Varna.

## ***Section II. Academic Staff. Educational Occupation***

**Art. 31. (1)** The education of students at the University shall be conducted by lecturers under full-time employment contract, guest - lecturers and part-time lecturers, according to Art. 48 and Art. 52 of the Higher Education Act.

**(2)** The number of scientific-lecturing staff in the structural units of the University shall be determined by the:

1. horarium of academic disciplines , according to approved study plans;
2. number of students, lecture streams and training groups;
3. nature and specifics of academic disciplines;
4. regulations approved by the Academic Council;
5. requirements of accreditation procedures;
6. structural requirements of the University;
7. economic viability.

**Art. 32.** In relation to their scientific-lecturing activities lecturers of the academic staff of MU - Varna shall be entitled to:

1. develop and teach the study content of their discipline freely, complying with the requirements of the study plan, the study programme and the decisions of the Programme Council, the development of the world science and the practical needs;

2. use the training facilities and information resources of the University for preparation and conduct of the education of students, for their academic development and scientific advancement;

3. receive remuneration for their work, including their scientific-lecturing activities, according to the concluded employment agreements and the Internal Regulations on Lecturing Staff Salary at MU -Varna;

4. recognition and protection of their rights as lecturers and authors;

5. respect for their dignity during the implementation of their employment obligations as lecturers;

6. other rights under the laws of the country and the internal regulations of MU-Varna.

**Art. 33.** In relation to the educational affairs at the University lecturers of the academic staff of MU - Varna shall:

1. conduct regularly the assigned by the Head of the Department (ESS) courses of study at a high scientific and

methodological level and adopt modern forms and methods of education;

2. comply with the approved time schedules, volume of educational and other obligations and the terms of their implementation;

3. develop and announce, according to the approved manner, a description of the conducted by them educational course (lectures and practical classes), including titles and sequence of topics from the study content, recommended reading, method of formation of evaluation and the form of knowledge and skills assessment;

4. update regularly the study programmes and the content of the conducted by them disciplines, in compliance with the current developments in the specific field and the practical needs and requirements of the labour market;

5. recommend sources for preparation of students, develop and provide, according to a regulated manner, the teaching materials and resources for the specific disciplines, conducted by them;

6. conduct systematic monitoring and report student achievement by providing information to the respective Dean's Offices / student offices of the College and the branch, not later than two weeks after carrying out the assessment;

7. conduct examinations, according to the approved time schedules and promptly report the results, in the established order and on time;

8. participate actively in the preparation of documents for accreditation and post-accreditation monitoring;

9. participate in admission campaigns, according to the organization created by the management and the assigned obligations;

10. provide consultations to students, according to a schedule, approved by the department (ESS);

11. observe ethical standards of conduct in their relationships to students, colleagues and the academic management;

12. perform other tasks assigned by the Head of the Department (ESS), the Department Council, the Faculty Council / the College Council and the academic management of the University, as well as obligations under the Rules of Procedure of MU-Varna, these Regulations or their employment contract.

13. observe the requirements, provided for in the regulations of the University.

**Art. 34. (1)** The Academic Council shall approve the norm of annual (auditorium and non - auditorium) occupation of academic staff.

**(2)** Each member of the scientific-lecturing staff shall be obliged to accomplish an annual norm of lecturing occupation, determined by the Academic Council, as well as additional occupation, assigned by the Head of the Department (ESS) - up to a volume, approved by the Academic Council.

**(3)** Each lecturer shall report systematically their academic occupation, according to the established order.



**Art. 35. (1)** The accomplished educational activities and lecturers' occupation shall be registered in the departments (ESS) and shall be reported on the Student Affairs Office, Human Resources Department and in the electronic system of the University.

**(2)** (Repealed - 11.05.2015)

**(3)** Systematically, in each department (ESS) information (in a standard form) about the current individual semester lecturer's occupation shall be completed and maintained, which upon request shall be submitted to the Student Affairs Office and Human Resources Department.

**(4)** (Amended and suppl. - 11.05.2015) On a monthly basis, the Head of Department (TRS) shall verify the regularity of reporting the individual training workload of lecturers in the respective department. In case of long-term absence of a lecturer (over a month), Student Affairs Office shall be notified in writing.

**(5)** (Amended and suppl. - 11.05.2015) Within one month, after the end of the academic year, each Department (TRS) shall submit to Student Affairs Office both individual and summary reports of the Department (TRS) in hard copy, printed through the e-planning system.

### ***Section III. Organization of Educational Process***

**Art. 36. (1)** The education of students shall be implemented through auditorium and non- auditorium work - conducting lectures, seminars and practical (including laboratory) exercises, training and pre-graduation traineeships

and internships, development of course projects and diploma theses, study visits, participation in extracurricular activities and other contemporary and interactive forms of education and self-study.

(2) (Amended and suppl. - 11.05.2015) A lecture course shall be conducted by habilitated lecturers. In exceptional circumstances and justified needs, and upon a decision of the Department Council, lecture hours can be delivered by lecturers without an academic rank but not more than 30 per cent of the total number of subjects within the specialty study plan.

(3) Eminent scientists, lecturers and experts from the practice may be invited to deliver lectures in specific disciplines, determined by the Programme Council of the specialty, upon a resolution of the Faculty Council / the College Council and in compliance with the limitation under the preceding paragraph.

(4) Laboratory and practical exercises shall be conducted both by lecturers with or without an academic rank.

**Art. 37. (1)** Lectures shall be carried out in lecture streams and / or courses. Practical exercises (clinical, laboratory, seminar, etc.), educational practices and pre-graduation traineeship shall be held in training groups or subgroups.

(2) (Amended and suppl. - 11.05.2015) The number of student lecture streams, as well as the number of student groups for seminars, exercises and internships according to the year of study and specialties shall be determined annually at the Dean's Offices / student affairs offices of the College and Affiliates, after prior coordination with Student Affairs Office, depending on the number of planned admission of

students, and in accordance with the requirements of Art. 38 of these Regulations.

(3) Merging students from different specialties in lecture streams shall be acceptable for academic disciplines in which the horarium and the study content are the same for the respective specialties.

**Art. 38. (1)** Distribution of students in groups shall be performed by the organizers of educational affairs of the respective faculties / Medical College / branch, after prior concordance with the Dean / Director and the Student Affairs Office, so that their number shall not be less than: 10 people for the specialties “Health Management” and “Health Care Management”; 8 people – for all other specialties; 5 people – for foreign LSP education.

(2) Recommended average number of students in a group shall be 10-12 people. Maximum number of students in a group shall be determined by the specifics of the disciplines taught in the specialty, the available training facilities and the academic staff, and the opportunities to provide a qualitative educational process.

(3) In some disciplines, due to the specifics of training and the need to provide training facilities and academic staff, groups can be divided into subgroups, at the proposal of the head of department (ESS), and after concordance with the head of the Student Affairs Office.

(4) Merging student groups for the conduct of seminars and laboratory exercises shall be allowed provided it is required by the needs of the educational process.

(5) Compliance with the distribution in groups for attending seminars and practical courses shall be mandatory. In exceptional cases, in the presence of valid reasons, lecturers may allow some students to attend seminars together with other groups. The permission shall be a single act.

(6) Foreign students in Bulgarian language programmes shall be distributed in all groups evenly.

(7) Transfer of students from one group to another shall be allowed upon a resolution of the Dean of the respective Faculty / the Director of the College (branch) - not later than two weeks after the beginning of the academic year.

(8) Students from the training groups (or courses) shall elect their representatives who shall carry out the administrative and organizational functions and relationship with the Dean's Office/ the student affairs office of the College (branch), with the academic staff and the academic management of the Faculty / College / branch.

**Art. 39. (1)** The educational process shall be organized in academic years, educational semesters, educational weeks, educational days and educational (academic) hours.

(2) An academic hour shall last 45 minutes.

(3) Upon a resolution of the Academic Council the educational process in certain specialties or certain disciplines may be organized in a cyclic system in modules.

(4) The academic year shall be divided evenly in educational semesters or educational cycles (modules).

**(5)** Holidays shall be provided between the academic years and the educational semesters, as well as at Christmas and Easter, upon a resolution of the Academic Council.

**Art. 40. (1)** Public holidays under the Labour Code shall be free of educational affairs:

1. 1<sup>st</sup> January - New Year
2. 3<sup>rd</sup> March - National Holiday - Day of the Liberation of Bulgaria from the Ottoman rule;
3. 1<sup>st</sup> May - Labour Day and International Workers' Solidarity Day
4. 6<sup>th</sup> May - St. George's Day, the Day of Bravery and of the Bulgarian Army;
5. 24<sup>th</sup> May - Day of the Bulgarian Education and Culture and the Slavonic Alphabet
6. 6<sup>th</sup> September - Day of the Unification of Bulgaria;
7. 22<sup>nd</sup> September - Day of the Independence of Bulgaria;
8. 1<sup>st</sup> November - Day of the Bulgarian Enlighteners;
9. 24<sup>th</sup>, 25<sup>th</sup> and 26<sup>th</sup> December - Christmas Eve and Christmas Day;
10. Holy Friday, Holy Saturday and Easter – Sunday and Monday - set to celebrate it in the corresponding year;

**(2)** The following holidays of MU-Varna shall be free of educational affairs, as well:

1. 8<sup>th</sup> December - Day of the Student;
2. 1<sup>st</sup> October - the Holiday of MU-Varna;

3. opening of the academic year and welcoming of the first –year students to the academic society of the University;

**(3)** Besides the above-mentioned holidays in the previous subparagraph, the Rector, upon an order, may designate other days free of educational affairs .

**Art. 41. (1)** The study content shall be divided into academic disciplines. Obligatory, optional and facultative disciplines shall be included in the study plans of the different specialties.

1. “Obligatory” academic disciplines shall provide fundamental preparation necessary to acquire professional qualification in the respective specialty. Their study and the examinations in them shall be compulsory for students.

2. “Optional” academic disciplines shall provide specialized preparation - through the provision of specific knowledge and competencies in the professional field and the respective specialty of higher education. Students of MU-Varna shall be required to choose two of them during the whole period of education.

3. “Facultative” academic disciplines shall provide additional preparation, acquiring knowledge and skills in accordance with the students’ interests.

**(2)** The study content in each discipline shall be organized into relatively independent parts. Each part shall include a minimum of 15 academic hours of auditorium occupation.

**(3)** Optional and facultative disciplines shall be held at a minimum number of 10 people in a group.

**Art. 42. (1)** MU-Varna shall provide each student with an opportunity for a choice of academic disciplines (optional and facultative) within the framework of the approved study plans. The student shall state 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 specialty study plan.

**(3)** (Repealed - 18.04.2016)

**(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)** 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 (ESS). 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.

**(5)** Student - demonstrators shall be required to attend the training sessions regularly, according to the programme of the course, in which they are educated. In case of absences permitted in connection with the implementation of their commitments as demonstrators, students can work off up to four missed exercises for an academic discipline in a semester, after submitting a certificate, signed by the head of the respective department (ESS) to the Dean's Office / student affairs office of the College (branch).

**(6)** The number of hours of occupation of student-demonstrators shall be determined after concordance with the head of the respective department (ESS), 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 (ESS), the most active demonstrators can be honored with the Dean’s Award / Director of the College (branch) 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.

(3) Credits provide an opportunity for a choice of academic disciplines and educational forms, as well as student mobility on the basis of mutual recognition of stages and educational results.

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

**(6)** 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 study plan and the educational-qualification degree or to another compatible with this system number of credits. One credit shall be adjudicated 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, optional and facultative disciplines and credits for the non- auditorium student occupation shall be entered in the specialty study plan in educational-qualification degrees.

(8) Credits, adjudicated to the student shall be entered in the basic documents, issued by MU-Varna. In the academic transcripts and the European Diploma Supplement along with the grade, according to the six-point evaluation system, its corresponding score in accordance with the ECTS scale (European Credit Transfer System) shall be entered.

#### ***Section IV. Teaching Documentation***

**Art. 45. (1)** The educational process at MU-Varna shall be conducted in accordance with the teaching documentation for each specialty, which includes: qualification characteristics of the educational-qualification degrees; study plan, study programmes of the taught disciplines; annual time schedule of the educational process and weekly training schedules.

(2) The teaching documentation under para 1 shall be subject to periodic analysis and updating, taking into account the opinion of students and consumers.

**Art. 46. (1)** Qualification characteristics shall be prepared for each specialty and educational-qualification degree by the experts at the Programme Council of the specialty. It shall be adopted by the Faculty Council / College Council and approved by the Academic Council.

(2) The qualification characteristics shall determine the nature, content and scope of the specialty in the different

educational-qualification degrees; the educational objectives; knowledge, skills and competencies that students need to acquire; areas of possible realization of students who have graduated the specialty.

**Art. 47. (1)** The study plan shall be developed by the Dean / Director of the College, at the proposal of the heads of departments (ESS) and the Programme Council of the respective specialty - based on the Unified State Requirements, the qualification characteristics of the respective specialty and the professional qualification.

**(2)** Study plans shall be coordinated with the Student Affairs Office and the Deputy-Rector of the Educational Affairs and adopted by the Faculty Council / College Council.

**(3)** Study plans shall be submitted for approval by the Academic Council together with a report by the Dean of the Faculty / Director of the College, accompanied by a transcript - excerpts from the minutes of the meetings of the Faculty Council / College Council.

**(4)** (New - 11.05.2015) The approved under paragraphs 1, 2 and 3 study plans shall be binding on the training in the respective specialties in all basic units and affiliates of MU-Varna.

**(5)** (Former paragraph 4, amended on 11.05.2015) A copy of the approved study plans shall be preserved at:

1. Dean's Office of the respective faculty / student affairs office of the College / Affiliate;

2. Student Affairs Office;

3. Quality Management and Accreditation Department

4. Archives with materials from the meetings of the Academic Council.

**(6)** (Former paragraph 5, amended on 11.05.2015) An electronic version of the approved study plans shall be uploaded on the website of the University.

**Art. 48.** A separate study plan shall be developed for each specialty, educational-qualification degree and form of education.

**Art. 49.** Study plans shall be developed in accordance with the adopted by the Academic Council unified form (standard) and shall include:

1. title of the specialty;
2. title of the professional field;
3. educational-qualification degree;
4. professional qualification;
5. form of education;
6. term of education;

7. all taught disciplines (obligatory, optional and facultative);

8. a total horarium of the entire course of education; a horarium according to the type of auditorium occupation of each academic discipline, divided into semesters and the planned non-auditorium occupation;

9. credits: total number of credits for the entire course of education, number of credits in the specific disciplines,

number of credits for a successfully passed state exam / diploma thesis defense;

10. forms of monitoring and evaluation;

11. form of completion of education and acquisition of the professional qualification;

12. form of practical training;

13. academic year, launching the education on the study plan;

14. date of the resolution and the number of the minutes of the meeting of the Academic Council when the study plan was adopted.

**Art. 50. (1)** Approved study plans shall be subject to systematic updating and improving at the proposal of the heads of the departments (ESS) and the Programme Council of the specialty. Updated study plans for the respective academic year shall be adopted by the Faculty Council / College Council and approved by the Academic Council, not later than the end of the previous academic year.

**(2)** Updated study plans shall enter into force for the newly enrolled students in the specialty from the beginning of the academic year.

**(3)** The Faculty Council / College Council can offer partial changes and addenda to the study plans for the current students in the specialty, in accordance with the updated study plans for the newly enrolled students, which shall be approved by the Academic Council and shall enter into force from the beginning of the next academic year.

**(4)** (New - 24.03.2014) Study plans of the current academic year can be altered through a decision of the Academic Council in exceptional circumstances and justified needs. The proposal for a change shall be made by the Vice Rector for Academic and Student Affairs under the terms and conditions of paragraph 5.

**(5)** (New - 24.03.2014, amended on 11.05.2015) The head of the respective basic unit shall make a reasoned proposal for changing the study plan under Art.50, paragraph 1 to the Vice-Rector for ASA. After evaluating the appropriateness and justification of the proposal, the Vice-Rector for ASA shall submit the proposal for consideration and decision to the Academic Council or shall return the proposal.

**Art. 51. (1)** (Amended and suppl. - 11.05.2015) Classes in the respective disciplines shall be delivered according to a study programme. Study programmes in each discipline, included in the study plan, shall be developed at Departments or Training and Research Sectors - by lecturers, conducting the academic disciplines, and shall be approved by the respective Department Council, and then discussed and adopted by the specialty Programme Council, coordinated by the Council of the respective for the specialty Faculty / College Council and approved by the Dean / Director of College / Department.

**(2)** (New - 11.05.2015) Training in each discipline at all basic units and affiliates of MU-Varna shall be performed in accordance with the study programmes, approved under the terms of para 1.

**(3)** (Former paragraph 2, amended on 11.05.2015) Updated study programmes shall be preserved in hard copy in the

respective Department and Dean's Office / student affairs office of the College/Affiliate and shall be available in electronic format at Student Affairs Office and Quality Management and Accreditation Department, not later than the beginning of the academic year. Study programmes shall be submitted for publication on the internal (Intranet) network of the University.

**Art. 52. (1)** The study programme shall define the educational goals and objectives in the respective study discipline, the structure and scope of the study content, the training forms and forms of evaluation of the acquired knowledge.

**(2)** The study programme shall be developed in accordance with the adopted by the Academic Council unified form (standard), and shall include:

1. title of the specialty;
2. educational-qualification degree;
3. horarium – a total number and allocated to lectures and exercises (practical workshops);
4. credits – a total number and allocated to auditorium and planned non-auditorium occupation;
5. semesters, in which the education and an examination shall be conducted;
6. annotation of the discipline;
7. thematic plan of lectures and exercises (practical workshops);
8. forms of education, a system for monitoring and evaluation;



9. examination syllabus or thematic programme for exam preparation;

10. recommended reading;

11. lecturers, conducting the discipline;

12. number and date of the minutes of the Department and the Faculty Councils (College Council) when it was adopted;

**(3)** In addition to the compulsory elements, the study programme may include: terms of admission to the examination in the discipline, evaluation criteria, sample tests, etc.

**Art. 53. (1)** The education in the preparatory course for language and specialized training in Bulgarian or English shall be conducted according to teaching documentation, including a study plan and study programmes.

**(2)** (Amended and suppl. - 11.05.2015) Study plan under para 1 shall include two parts:

1. general and specialised Bulgarian (English) language - developed by the Head of the respective Department / TRS and adopted by the Department Council.

2. specialised disciplines – developed in cooperation with the lecturers, conducting the respective disciplines

**(3)** The study plan for education in a preparatory course for language and specialized training shall be adopted by the Academic Council, at the proposal of the Director of the Department of Foreign Language Teaching, Communication and Sports.

**(4)** The study programmes in general and specialized Bulgarian / English language shall be developed by the

lecturers conducting the disciplines and shall be adopted by the Department Council of the Department of Foreign Language Teaching, Communication and Sports and approved by the Director of the Department.

(5) The study programmes of the specialized academic disciplines in the preparatory course (Anatomy, Biology, Chemistry and Physics) shall be developed by the lecturers conducting the disciplines and shall be adopted by the respective Department Council.

**Art. 54. (1)** The annual time schedule of the educational process at MU-Varna for full-time students in educational-qualification degree “Professional Bachelor”, ”Bachelor” and “Master” (post - secondary education) shall be prepared by the Student Affairs Office and approved by the Academic Council under the proposal of the Deputy-Rector of Educational Affairs, at the latest by the end of the previous academic year.

(2) The annual time schedule of the educational process for students in the specialties at the Faculty of Public Health (FPH), conducted on a modular basis, shall be developed by the Dean of FPH with the support of the respective course leaders and the Student Affairs Office and shall be approved by the Academic Council, under the proposal of the Dean, at the latest by the end of the previous academic year.

(3) By means of the schedule under para 1 and para 2 shall be determined: the beginning and the end of the courses of study; the duration of semesters (or modules); the time for holding the regular, resit and liquidation examination sessions; the time for the summer practices and internships; free of educational affairs days and student holidays.

**(4)** Upon exceptional and justified necessity, the annual time schedule of the educational process in certain specialties (and / or courses) can be changed upon the proposal of the Dean / Director of the College, after concordance with the Student Affairs Office and the Deputy-Rector of Educational Affairs and adoption by the Faculty Council / College Council.

**(5)** (Amended and suppl. - 11.05.2015) Schedules for Pre-graduation Traineeship and state examinations on the specialties shall be prepared by academic affairs organizers of the respective Dean's Office / College and approved by the Deans of the respective faculties / Director of College.

**(6)** (New - 11.05.2015) Schedules for Pre-graduation Traineeship and state examinations on specialties at the Affiliates shall be prepared by academic affairs organizers in the respective Dean's Office, upon the proposal of the Director of the Affiliate and approved by the Deans of the respective faculties.

**Art. 55.** (Repealed. - 11.05.2015)

**Art. 55a.** (New - 11.05.2015) (1) Preliminary weekly schedules of training activities per semester for each specialty and year of study shall be prepared by course leaders, after coordination with the heads of Departments (TRS), conducting the disciplines. Schedules shall be submitted for coordination and revision to Student Affairs Office not later than 30th May.

**(2)** Departments (TRS) shall receive weekly schedules by 30<sup>th</sup> June and plan the lecturers' teaching workload.

(3) Administrative assistants shall complete and submit to Student Affairs Office the planned individual workload of lecturers in the electronic planning system by 30<sup>th</sup> July.

(4) Students shall be provided with complete information on the training schedules through the Student Administrative Services System three days before the beginning of the semester.

(5) Changes in the schedules shall be carried out only by Student Affairs Office, after coordination with the heads of Departments (TRS)

**Art. 56. (1)** In addition to the basic documentation for each specialty, provided for in Art. 45 of these Regulations, the following required documentation pertaining to education of students shall be kept at the University:

1. main registration books;
2. protocols of conducted examinations and defended diploma theses;
3. student records;
4. student's books;
5. registration book and electronic register of issued diplomas;
6. records of graduated foreign students;
7. departmental journal;
8. attendance / supervisory file of the student;
9. individual statements of lecturer's occupation;
10. schedules of auditorium occupation;

11. schedule of hours for working off missed classes and consultations;

12. copies of issued academic transcripts, certificates and assurances;

13. register of students with recognized higher education, acquired in foreign higher schools;

14. contracts with training facilities;

15. reports on planned lecturing occupation;

16. written papers of the conducted examinations;

17. register of issued certificates for student loans.

18. (New - 14.12.2015) Book for entering newly enrolled students;

19. (New-14.12.2015) Journal for registering state examination protocols;

20. (New-14.12.2015) Journal for registering diploma thesis defence protocols

**(2)** Documents referred to in the preceding paragraph shall be kept and preserved as follows:

1. (Amended and suppl. - 14.12.2015) under items 1, 2, 3, 12, 17, 18, 19, 20 - by the respective Dean's Office / student affairs office of the College (Affiliate);

2. under item 4 – kept by the Dean’s Office / student affairs office of the College (Affiliate) and preserved by the student;

3. under item 5, 6, 13 – by Student Affairs Office;

4. under items 7, 8, 11, 16 – by the Department (TRS)

5. under item 10 - by Student Affairs Office and the Department (TRS)

6. under items 9 and 15 – by the Department (TRS), Student Affairs Office and Human Resources Department;

7. under item 14 - by Finance and Accounting Department.

**(3)** Upon completion of education, the documents under para 1 shall be preserved as follows:

1. under items 1, 5, 6, 17 – according to the legally regulated period;

2. (Amended and suppl. - 14.12.2015) under items 2, 3, 12, 13, 18, 19, 20 – for 10 years after graduation;

3. under item 8 - up to 1 year after passing the exam or removal of the student;

4. under items 9, 10, 11 - until the end of the academic year;

5. under item 14 - until the expiration date of the contract;

6. under item 15 – till the end of next academic year;

7. under item 16 - for a period of time not less than 1 year after the examination.

## ***Section V. Auditorium Occupation***

**Art. 57. (1)** Overall planning and coordination of the University auditorium occupation shall be performed by the Student Affairs Office.

**(2)** (Amended and suppl. - 11.05.2015) Auditorium Occupation Timetables in MU-Varna shall be prepared by Student Affairs Office. Occupation Timetables for seminar / laboratory training rooms shall be prepared by administrative assistants at each department, based on the weekly training schedules for the respective courses and specialties, and shall be submitted, together with the lecturer's individual workload, to the electronic planning system.

**(3)** (Repealed - 11.05.2015)

**(4)** Within two weeks from the beginning of each semester (academic module) the Departments (ESS) shall place the schedule of occupation of the training halls in front of each hall.

**Art. 58. (1)** Maintenance of training halls and auditoria shall be the responsibility of the Assistant-Rector, the Dean / Director, and their deputies and the heads of departments (ESS).

**(2)** At the end of each academic year, the halls shall be inspected by a committee, including representatives of the Student Affairs Office, the Economic Department, the Faculties / College (branch) and after that their status shall be reported to the Assistant-Rector.

**Art. 59.** Maintaining the technical support of the educational process with equipment, supplies and other

auxiliary materials shall be the responsibility of the Assistant-Rector, the Dean / the Director and the heads of departments (ESS).



## **Chapter Four**

# **ADMINISTRATIVE SERVICE TO STUDENTS. TUITION FEES**

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

**Art. 60. (1)** Administrative service to students shall be provided by the organizers of educational affairs 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.

**(2)** The head of the Student Affairs Office shall coordinate the activities related to the administrative service to students from the various specialties.

**Art. 61. (1)** Administrative service to the participants in the preparatory language and specialized courses in Bulgarian and English shall be conducted by the Student Affairs Office and the Department of Foreign Language Teaching, Communication and Sports – under the guidance of the head of the Student Affairs Office.

**(2)** Students shall be enrolled under an individual faculty (registration) number in the main registration books, kept by the Student Affairs Office. The final closure of the page of each student shall take place upon completion of the preparatory course for language and specialized training.

**(3)** The Student Affairs Office shall keep personal files of the students from the preparatory courses, which after their

enrollment as students in a particular specialty – shall be transferred for storage in the respective Dean’s Office / student affairs office of the College.

**Art. 62. (1)** Upon enrollment at the University a student's book shall be issued to the student by the Dean's Office / student affairs office of the College (branch). The student's book shall be preserved by the student.

**(2)** (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 / Student Administrative Services System and pay an administrative fee, determined by the Academic Council.

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

**Art. 63.** Activities related to accommodation in the halls of residence, health insurance for students and determination of their entitlement to a scholarship shall be accomplished by the Student Affairs Office – under the order and terms, stipulated in the legislative framework and in the internal regulations of the University.

**Art. 64.** The organizers of educational affairs at the faculties and the College / branch shall:

**(1)** keep the overall records and documentation of students in the faculties and specialties in accordance with the Ordinance on the Unified State Requirements for the Content

of the Basic Documents Issued by the Higher Schools and the internal regulations of MU - Varna:

1. organize and carry out the enrollment of new students, as well as those passing to a higher course;
2. keep the main registration books of the enrolled students in the respective specialties in MU-Varna;
3. start, keep and preserve a personal file of each student trained in the respective faculty / College / branch.
4. prepare for issuance academic transcripts, certificates, assurances and other documents in relation to student status and offer them to the signature of the Dean / the Director of the College (branch) and / or the Deputy-Rector of Educational Affairs Office and the Rector;
- (2) monitor and control the timely payment of the fees due by the students to MU-Varna and coordinate this activity with the Financial - Accounting Department, including the cases of removal from the University;
- (3) prepare reports on received through the “Records” Sector requests and complaints from students and make them available for consideration and resolution by the Deans of the Faculties / Director of the College (branch) or the Deputy-Rector of Educational Affairs, respectively, the Rector;
- (4) prepare the schedules for the Pre-graduation Traineeship and the state exams of the respective specialties;
- (5) prepare and submit to the Departments (ESS) at the respective Faculty / the College the examination protocols according to the examination schedules and monitor and control the timely return of examination protocols to the

Dean's Offices/ student affairs offices and the entry of grades in the main registration books;

(6) provide information to the Dean / Director and their deputies about students with unsettled student status in accordance with the requirements of these Regulations; prepare orders for establishment of student status, which the Dean / Director shall submit to the Rector for a final resolution and signature.

(7) perform other tasks assigned to them, related to their functional duties.

**Art. 65. (1)** MU-Varna shall render administrative and information support to students for the realization of their rights for student loans on terms and conditions stipulated in the Law on Crediting of Undergraduate and Graduate Students.

(2) Not later than two months before the beginning of the academic year, MU-Varna shall announce on its website and on the notice boards in the Dean's Offices and the student affairs office of the College / branch:

1. the requirements that shall be met by students in order to receive a loan and the required documents thereof;

2. list of the banks that have entered into a standard contract with the Minister of Education, Youth and Science in order to participate in the loan system.

(3) The organizers of educational affairs at the Dean's Offices/ College / branch shall issue upon request by students an assurance for a student loan (in a standard form), certifying the capacity of students eligible to enroll for the next semester. The document shall be signed by the Rector or

by an authorized by him official (dean / director) and shall be recorded according to years in a special register, kept at each basic unit and branch.

## *Section II. Tuition Fees*

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

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

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

**(2)** Students in Pre-graduation Traineeship shall pay the full amount of the due tuition fee in a single payment - up to two weeks after the beginning of the Pre-graduation Traineeship.

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

(4) Persons enrolled for education in a preparatory course for language and specialized training in Bulgarian or English shall pay the regulated tuition fees in a single payment upon enrollment in the course or in two equal payments –upon enrollment in the training course and before sitting for the first examination session for the evaluation of their general and specialized language training.

(5) (New - 11.05.2015) Students performing their Pre-graduation Traineeship in the specialty of "Pharmacy" shall pay the full amount of tuition fee due in one payment - not later than the day before starting their Pre-graduation Traineeship.

(6) (New - 11.05.2015) Students in Master's Programmes with module training organization shall pay their semester tuition fee by the beginning of the semester.

**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 refundable.

(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.

**Art. 69.** Reduced tuition fees may be set for some categories of students upon a resolution of the Academic Council.

**Art. 70.** The following persons shall be exempt from paying tuition fees:

1. persons who are full orphans;
2. disabled persons with durable damages and reduced ability to work 70 and over 70 percent;
3. military disabled persons;
4. persons raised till their maturity in homes for raising of children, deprived from parental care;
5. students enrolled under terms and conditions set out in an act of the Council of Ministers, supposing that this act provides such an exemption.

**Art. 71. (1)** Persons with dual citizenship, one of which is Bulgarian and the other one is from a country which is not a member of the European Union and the European Economic Area shall be admitted to MU-Varna and shall pay a tuition fee under the terms and conditions for admission of the citizenship they have chosen, with the exception of students taught in Bulgarian, who pay 50% of the tuition fee for foreign citizens.

**(2)** Persons with dual citizenship, one of which is Bulgarian and the other one is from a country which is a member of the European Union and the European Economic Area shall be admitted to MU-Varna and shall pay a tuition fee under the terms and conditions for Bulgarian citizens.

**(3)** Persons with dual citizenship, participants in a preparatory course in Bulgarian or English in the Department of Foreign Language Teaching, Communication and Sports at MU - Varna shall pay the full fee.

**(4)** In cases when MU - Varna is notified subsequently of the existence of a second citizenship, the person shall

continue their training under the terms and conditions upon which they have been admitted without changing the due fee.



## **Chapter Five**

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

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

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

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

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

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

**(3)** Forms of examination and evaluation of knowledge and skills of students shall be determined in the study plans and programmes.

**(4)** Current audit of the educational process shall include periodic inspections of compliance of examination procedures.

**Art.73. (1)** Current control shall be a mandatory component of student academic work and shall be targeted at

testing the knowledge and practical skills in the framework of the semester (academic module).

**(2)** Results of current evaluation shall be entered in the control file of the student. They shall be reported, summarized and taken into consideration by the lecturers in the formation of the final examination grade of the respective academic discipline, in accordance with the evaluation system established in the Department (ESS).

**(3)** The frequency, format, topics and the relative weight of current control on the evaluation of students in different disciplines shall be determined in the Department (ESS) - in accordance with the study plans and programmes, taking into account the specific features of the specialty and the academic discipline, the available material and technical facilities, the size of the student groups, etc. Provided they are included in the study programme – they shall become binding upon its approval.

**(4)** Planned forms of current control shall include all tests and evaluation which require prior preparation of students in the main sections of the taught material and shall be conducted in regular classes. Planned current control shall be fulfilled through a colloquium and / or certification of protocols of conducted exercises, accumulated attestations (points) from a developed project, conducted clinical or other practical activities.

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

Director of the College / branch at the beginning of each semester.

(6) The implementation of the semester current control schedule shall be binding both for students and for lecturers. The Deans of faculties and the Director of the College / branch shall be responsible for the overall implementation of the current control schedule.

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

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

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

## ***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.

(2) Resit examination session for the exams from the winter semester shall be held immediately before the start of the summer semester, according to the annual time schedule for the respective academic year. Resit session for the exams from the summer semester shall be held in the week after the regular examination session, according to the annual time schedule for the respective academic year.

(3) Sitting for exams from previous periods, not included in the schedule of regular, resit and liquidation sessions shall be allowed up to two weeks from the beginning of the new academic year.

(4) Admission to an examination under para 3 shall be allowed upon the permission of the Deputy - Rector of Educational Affairs, following a written request by the student. The admitted students shall pay an examination fee, determined by the Academic Council.

(5) Upon a resolution of the Academic Council, an additional consultative training, not included in the schedule of regular and resit sessions, upon a request of the students, can be held, upon concordance with the Head of the Department (ESS), conducting the discipline. Students shall

pay a fee for the additional training, determined by the Academic Council.

(6) Semester examinations shall be conducted in student groups by examination commissions and according to a schedule approved in advance by the Dean / Director. The schedule shall be prepared by the course leader, in cooperation with representatives of students, in compliance with the announced by the departments (ESS) proposals for exam dates. The schedules of the examination sessions shall be summarized by the Dean's Offices of the respective faculty / student affairs office of the College (branch) and approved by the head of the basic unit and announced not later than three weeks before the beginning of the examination session - for full- time training and not later than the end of the attendance courses - for part-time training.

(7) For part-time students and students taught in a modular system – the exams shall be held after the attendance courses or after the completion of the entire cycle of the study plan, permanently throughout the academic year. The examinations shall be held at regular, resit and liquidation sessions – upon an approved schedule.

(8) Upon reasonable necessity and at the proposal of the Dean / Director of the College (branch), the schedule of the examination session can be changed with the permission of the Deputy-Rector of Educational Affairs.

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

(2) Students without a successfully passed examination in a propaedeutic discipline or preclinical special discipline

shall not be allowed to sit for an examination in an upgradeable clinical discipline from the study plan. At the proposal of the Dean / Director of the College these disciplines shall be approved in advance by the Faculty Council / College Council and shall be announced to the students by the respective Dean's Office / student affairs office of the College in the proper order.

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

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

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

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

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

**Art. 77. (1)** Examinations shall be conducted on the basis of a thematic study programme of the taught discipline and a syllabus of examination questions, submitted to students at the beginning of their training on the discipline.

**(2)** Examinations shall be held by a habilitated person or by the lecturer who has delivered the lectures, with the participation of an assistant professor or lecturer.

**(3)** The examination shall be organized so as to provide the necessary testing time for all students entitled to sit for it and to provide the students with the opportunity to demonstrate their knowledge.

**(4)** The examination shall include a writing section, except in cases when the specifics of the academic discipline do not imply that. The written papers of the exam shall be preserved in the respective departments (ESS) for a period not less than one year after their conduct.

**(5)** Examination results shall be announced not later than two days after the completion of the exam.

**(6)** Credits shall be adjudicated for each successfully passed semester examination according to the study plan.

**Art. 78.** Semester grades shall be integers, as the evaluation shall be according to the six-point grading system. The mode of formation of the final grade shall be determined by the specifics of the respective discipline and the approved by the Department (ESS) system for evaluation, taking into account the results of the current control of the student.

**(2)** Depending on the approved by the Department (ESS) 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 a part of the exam material on the discipline upon previously regulated and approved by the Department Council and announced to 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. 80.** Exams in disciplines, for which in the study plan of the specialties ”Nursing”, “Midwifery” and the specialties of the Medical College have been provided practical and theoretical exams, each of them shall be held separately on two consecutive days – the first in theory, then in practice . The final assessment of the discipline shall be the average of the two exams in rounding to integer in favour of the student. If the student fails one of the exams (theoretical or practical) the final grade of the discipline shall be a poor grade.

**Art. 81. (1)** (Amended and suppl. - 11.05.2015, Amended and suppl. - 18.04.2016) The examination grade shall be entered immediately after the examination in the examination protocol, student's book and Department Journal. Examination protocols shall be submitted to the respective Dean's Office / student affairs office at the College (Affiliate) not later than two days after the examination, and the grade



entry in the main registration book shall be done by the lecturer in charge of the examination - within one week. The entry of the examination grades in the student's books of the students at the Affiliates of Medical University - Varna and their entry in the main registration book, in exceptional circumstances, may be done by the Director of the Affiliate or his / her deputy after having received a written consent (authorization) by the lecturer, in charge of the examination.

(2) The entry of grades from recognized exams of transferred from other higher educational institutions students in the main registration book shall be done by the Dean / Director of the College or their deputies.

**Art. 82. (1)** Out - group or out - session sitting for an examination shall be admitted on the basis of a submitted by the student request, accompanied by documentary evidence of the need for an extraordinary sitting for an examination – up to two weeks before the beginning of the regular or the respective retake examination session. The request shall be submitted to the head of the basic unit (Dean / Director) through “Records” Sector of the Administrative Department. The request shall be considered and resolved by the head of the basic unit (Dean / Director) before the date specified in the examination schedule of the student's group. Requests submitted after this date shall not be considered, except for sudden valid reasons whereupon the students shall be required to notify the Dean's Office / student affairs office at the College (branch) by their relatives or by phone (or email).

(2) In exceptional cases, students can sit for extraordinary exams for the respective semester prior to the beginning of the regular examination session, provided this is necessary

for extremely valid reasons. The admission to extraordinary examinations out of the session shall be allowed upon a permission of the Dean of the Faculty / Director of the College (branch) after taking into consideration the opinion of the lecturer conducting the discipline, based on a personally submitted request by the student 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 exams 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 of attendance semester and after paying a fee, determined by the Academic Council.

**(4)** Upon a resolution of the Academic Council, subject to certain terms and conditions, some categories of students (who have valid reasons to miss an opportunity for sitting for examinations in the scheduled examination sessions) can be exempted from paying a fee for an extraordinary sitting for an exam for prior periods of training.

**(5)** Equalizing exams of transferred students from other higher schools shall be held within the sessions (winter / summer in accordance with the study plan of the specialty) and not later than the end of the next academic year.

**(6)** In concordance with the Head of the Department, conducting the discipline, and upon the permission of the Dean / Director of the College (branch), the equalizing exams of transferred students from other higher schools can be organized out of the framework of the respective session in

the study plan, thereof the student shall be allowed upon payment of a fee, determined by the Academic Council.

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

**Art. 83. (1)** Success rate of students in the different disciplines shall be reported in the respective departments (ESS) after the completion of exam sessions. The dynamics of success rate in the different disciplines shall be monitored and analyzed by the Department Council, which shall take steps to improve it.

(2) Annually, within one month from the beginning of the academic year, each department (ESS) shall provide information on the analysis of the dynamics of success rate of students in the disciplines, conducted by the Department, and the proposed measures for its improvement at the respective Programme Councils and the Dean / Director of the College (branch).

(3) Summarizing the submitted information by the departments (ESS), the Programme Councils and the Deans / Director of the College (branch) shall conduct a comprehensive analysis of the success rate of students in the respective specialty and in concordance with the Deputy-Rector of Educational Affairs shall take measures to improve it.

**Art. 84. (1)** The forms of examination and evaluation of knowledge and skills of students in the preparatory language and specialized courses shall be a written and an oral exam in Bulgarian language (general and specialized) and examinations in the different specialized disciplines.

**(2)** Students shall be allowed to sit for exams after certification of attendance at the end of each module of the study plan and an exam protocol, issued at the Student Affairs Office.

**(3)** Students shall be entitled to one resit examination in the respective disciplines. They shall pay a fee, determined by the Academic Council, for subsequent retake exams.

## **Chapter Six**

# **STUDENT STATUS**

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

**Art 85. (1)** Admission of students - Bulgarian nationals and nationals of member - states of the European Union and the European Economic Area in MU-Varna shall be accomplished in accordance with the Higher Education Act and the Ordinance on the State Requirements for Admission of Students in Higher Education Institutions of the Republic of Bulgaria.

**(2)** Admission of foreign students who are nationals of countries that are not members of the European Union (EU) and the European Economic Area (EEA) shall be accomplished in accordance with the Higher Education Act, the Ordinance on the State Requirements for Admission of Students in Higher Education Institutions of the Republic of Bulgaria and the Procedure for Admission of Foreign Nationals in MU-Varna. Foreign nationals shall be admitted and educated under the terms and conditions of:

1. intergovernmental agreements;
2. acts of the Council of Ministers;
3. Art. 95 of the Higher Education Act.

**(3)** The specific conditions of application and admission of students at the University are regulated in details by specific Regulations on Admission of Students in Medical University - Varna, which shall be updated and approved annually by the Academic Council.

**Art. 86.** Student status shall be acquired upon enrollment in MU-Varna and shall be lost at removal, as well as for the period of suspension from the University.

**Art. 87.** Enrollment of newly admitted students at MU-Varna shall take place upon an order of the Rector:

1. after ranking (after successfully passed entrance exams, if required);
2. after transferring upon recognition of periods of studies conducted in another higher school.

**Art. 88. (1)** The terms and conditions of registration of the newly admitted students shall be regulated in the Regulations on Admission of Students for the respective academic year.

**(2)** Each newly admitted and enrolled in MU-Varna student shall be registered in the main registration book and shall receive an individual faculty number which shall be entered in his/her student's book and shall be registered in the information system of the University. A personal file with documents shall be registered for each student and a student's book shall be issued - signed by the Rector and the Dean / Director of the College (branch) and stamped with the seal of the basic unit and the University. The personal files of students shall be preserved in the respective Dean's Office / student affairs office of the College (branch).

**(3)** Upon enrollment each newly admitted student shall submit a Diploma of Secondary Education (the original) to the Dean's Office / student affairs office of the College (branch), which shall be returned to the student after the beginning of the academic year;

(4) Upon enrollment in MU-Varna students shall fill in a declaration that they are familiar with the Regulations on Educational Affairs of the University.

(5) Upon enrollment students admitted for education under payment shall conclude an individual agreement with MU-Varna.

**Art. 89. (1)** The terms and conditions of admission of students for language and specialized training in Bulgarian or English language shall be in accordance with the provisions of the Higher Education Act and the Ordinance on the State Requirements for Admission of Students in Higher Education Institutions of the Republic of Bulgaria and shall be regulated in the Procedure for Admission in a Preparatory Course for Language and Specialized Training at MU-Varna.

(2) Enrollment of newly admitted students in the preparatory course in language and specialized training in Bulgarian or English shall take place upon an order of the Rector, after paying the regulated tuition fee and signing an agreement between MU-Varna and the applicant. The applicant shall receive the status of “student” and his/her own faculty (registration) number from that moment on.

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

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

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

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

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

**Art. 91.** Upon enrollment 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.** Enrollment of students shall be done individually and shall be entered in the electronic records of the student and his/her student's book - by a signature of an organizer of educational affairs and the stamp of 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, traineeship) shall be recorded in the control file of students.

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

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

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

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

be resolved by the Rector, at the proposal of the Dean / Director of the College (branch).

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

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

proposal of the Dean / Director of the College (branch) of the respective basic unit.

**Art. 97. (1) (Amended and suppl. - 07.07.2015)** Without passing the scheduled current control /colloquium/ in the study programme, the student cannot obtain certification of attendance of the respective discipline at the end of the semester and cannot sit for an exam in it.

**(2) (Repealed – 07.07.2016)**

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

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

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

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

(5) Consultations for students apart from the designated by the department (ESS) schedule shall be accomplished under payment of a fee, determined by the Academic Council.

**Art. 99.** At the proposal of the Director of the Department or the lecturer, conducting the specialized discipline, after concordance with the Deputy- Rector of Educational Affairs, the students in the preparatory courses in Bulgarian and English can be offered an individual form of education or working off of missed classes after paying 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)**

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

**(2)** Before the beginning of the examination session, the Heads of Departments (ESS) shall be required to prepare a report to the Dean / Director of the College (branch) , concerning students who have problems in obtaining certification of attendance in the disciplines, taught in the department.

**Art. 102. (1)** Certification of attendance of the whole semester shall be fulfilled in the Dean's Office / student affairs office of the College (branch) after obtaining the signatures of the assistants and lecturers in the respective disciplines during the last week of the semester for full-time students and after completing the lecture and practical course

of education during the attendance courses of study for part-time students and modular form of education. The certification of attendance of the semester shall be recorded in the main registration book, the student's book and the electronic file of each student.

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

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

**Art. 103. (1)** Students from the specialties “Nursing” and “Midwifery” who haven’t received a certification of attendance of the practice in a certain clinical department shall continue the next clinical practice on the schedule but shall obtain certification of attendance with the right to sit for an examination after the entire fulfillment of the requirements of the study programme of the respective clinical practice.

(2) Liquidation exam dates in the disciplines “Philosophy and Introduction to Nursing Care” and “Philosophy and Introduction to Nursing and Midwifery Care” for students in the specialties “Nursing” and “Midwifery” shall be organized

after the resit examination session of the winter semester, but not later than two weeks after the beginning of the summer semester.

(3) Students from the specialties “Nursing” and “Midwifery” who have failed to pass the examination in disciplines “Philosophy and Introduction to Nursing Care”, respectively “Philosophy and Introduction to Nursing and Midwifery Care” after the liquidation exam dates, shall interrupt their study due to “poor performance” and shall re-enroll the semester in the next academic year, fulfilling all the obligations in the study programmes of the above-mentioned disciplines.

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

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

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

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

(4) The requirement under para 2 and para 3 does not apply to students, transferred to MU- Varna from one specialty to another or from other higher education institutions. The procedure for students' transfer and enrollment in the relevant training course shall be regulated in "Transfer of students" Section of these Regulations and the Regulations for the Recognition of Completed Periods of Study at Foreign Higher Schools.

**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) 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 Deputy-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.

(3) (New - 11.05.2015) Students of other universities can sit for examinations under the terms of para 2, after confirming permissible similarity of the study programme of the respective discipline.



(4) (New - 11.05.2015) Register of examinations performed under paragraph 3 shall be kept and preserved in Student Affairs Office.

**Art. 106. (1)** (Former Art.106, amended and suppl. - 11.05.2015) The beginning of Pre-graduation Traineeship shall not be allowed without successful completion of all semester examinations in the study plan of the previous years of study.

(2) (New - 11.05.2015) Students of the specialty of "Pharmacy" shall not be allowed to begin their Pre-graduation Traineeship without successfully having passed all semester examinations in the study plan of the previous and the current years.

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

**Art. 108.** (Repealed - 07.10.2013)

#### ***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 fulfillment of the educational responsibilities;

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

1. uncertified of attendance semester - a report of the lecturer who has refused to certify the respective discipline shall be enclosed;

2. poor performance (a certain number of untaken exams, provided for in these Regulations) - after submission of information of the failed exams, provided by the respective Dean's Office / student affairs office of the College;

3. not being enrolled within two weeks after the beginning of the semester (pre-graduation traineeship) or within the period determined upon an order of the Rector – after submitting information by the respective Dean's Office / student affairs office of the College.

**(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.

**Art. 111.** Students who have interrupted their study due to “poor performance” shall be entitled upon a submitted written request and under a resolution of the Rector and after paying half of the normatively determined tuition fee to enroll 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 enroll again in the uncertified semester during the following academic year, after paying the determined tuition fees, respectively:

1. with one uncertified of attendance academic discipline - half of the semester fee for the semester with the uncertified of attendance discipline;
2. with two or more uncertified of attendance academic disciplines – a full tuition fee for the respective semester.

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

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

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

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

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

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

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

## ***Section. V. Removal and Suspension. 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)** 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 enrollment (non-payment of the tuition fee within the determined period of time) and depleted right to interruption under Art. 109, para 3 - for a term of 1 to 3 years;

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

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

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

3. conviction to imprisonment for intentionally committed criminal offense.

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

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

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

**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.

**Art. 120. (1)** Students who have reinstated their student rights shall fulfill 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. 121. (1)** Students with reinstated student rights shall not be allowed to interrupt their studies in an administrative way under Art. 109, para 3.

(2) In the event of circumstances which prevent the continuation of the education of students who have reinstated their rights, except in the cases under Art. 109, para 2, these students shall leave the University.

**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)** The order shall be submitted to the student by the organizer 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**

**Art. 124.** Practical preparation of students shall be conducted through practical classes during the semester education, study practices and Pre-graduation Traineeship.

### *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. 126. (1)** Methodological supervision on the study practices shall be conducted by the heads of departments at the University, clinics and heads of departments at hospitals.

**(2)** Study practices shall be conducted under the direct supervision and monitoring of the practice supervisor, appointed upon a written order by the Dean / Director of the

College (branch) and at a proposal of the Head of the respective Department.

**(3)** Implementation of study practice in the specialties at the Medical College and the specialties “Nursing” and “Midwifery” shall be conducted by lecturers in practice who meet the Unified State Requirements for the respective specialty.

**Art. 127. (1)** Study practices shall end with testing of the acquired knowledge and skills, which shall be certified in the “Journal” of the student for the accomplished study practice. The “Journal” 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)** A student who does not have a certified of attendance practice and has not submitted a “Journal” with a certified of attendance practice to the Dean’s Office / student affairs office of the College shall not be enrolled in a higher course. Exceptions shall be allowed in cases of illness, pregnancy or mothers with children under the age of 6 whereas the practice shall be accomplished within a term, determined by the head of the basic unit.

**Art. 128. (1)** (Amended and suppl. - 11.05.2015)  
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.

**Art. 129. (1)** During the clinical practice students shall be provided with appropriate conditions for work, relaxation, personal and occupational safety and other means in connection with labour protection by the management of the respective unit;

**(2)** Throughout the study practice students shall:

1. comply with the legal regulations, internal rules and regulations of the University and the internal regulations of the bases for the conduct of the study practice;

2. comply with the determined working hours of the respective base, where they are distributed;

3. fulfill the obligatory requirements for practical skills, provided for in the study programme, recorded in the Journal of the student, performing the study practice.

**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).

**Art. 131.** Students in the specialty “Dental Medicine” shall perform study practices after the 6<sup>th</sup> and 8<sup>th</sup> semester, with duration not less than 30 calendar days (150 hours).

**Art. 132.** Students in the specialty “Pharmacy” shall perform study practices after the 4<sup>th</sup> and 6<sup>th</sup> semester, with

duration of 6 working days, 8 hours a day - 48 hours altogether.

**Art. 133.** Students in the specialties “Nursing” and “Midwifery” shall perform study (clinical) practice - from the first to the sixth semester inclusive, with duration not less than 1140 academic hours.

**Art. 134.** Students in the specialties of the Medical College shall perform study practice from the first to the fifth semester inclusive, in accordance with the specific study plan for each specialty in health and medical preventive and social institutions that shall be approved for practical study bases by the Academic Council and /or College Council.

## ***Section II. Pre-graduation Traineeship***

**Art. 135. (1)** Pre-graduation Traineeship 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 Traineeship 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 Traineeship in the specialty study plan shall be compulsory for all students.

**Art. 136. (1)** Pre-graduation Traineeship of students shall be targeted at providing highly qualified education in the field of the specialty being taught, at improving the acquired practical knowledge and skills throughout the study and at preparing students capable of solving organizational, preventive, diagnostic, therapeutic and other professional tasks on their own.

**(2)** The Deans / Directors of the College (branch) shall control the overall organization and conduct of Pre-graduation Traineeship in disciplines and bases.

**(3)** Professional, training and therapeutic activities of trainees in the specialties of “Medicine” and “Dental Medicine” shall be supervised by habilitated persons, appointed through an order by the head of the respective establishment, after prior coordination with the Dean. By way of exception, Pre-graduation Traineeship can be supervised by lecturers with educational and scientific degree “Doctor” and with long-term experience.

**(4)** (New - 11.05.2015) Professional and training activities of trainees in the specialty of “Pharmacy” shall be performed only at pharmacies for outpatient services and hospital pharmacies, designated as bases by the Bulgarian Pharmaceutical Union and approved by the Faculty Council of the Faculty of Pharmacy. The traineeship shall be organised and controlled by the person in charge of Pre-graduation Traineeship of the specialty of Pharmacy – a lecturer - Master Pharmacist, with the support and involvement of a trainer - Master Pharmacist at the pharmacy – basis, and the manager of the pharmacy.

**(5)** (Former paragraph 4, amended on 11.05.2015) Professional and training activities of students in the specialties of “Nursing”, “Midwifery”, and the specialties at the Medical College shall be supervised by assistant professors and practice lecturers, appointed through an order by the Rector. Tutors from the training and practice bases, with an educational qualification degree “Bachelor”, appointed by the chief or senior nurse / midwife, shall be involved in the training of students in the specialties of Nursing and Midwifery as well.

**(6)** (Former paragraph 5, amended on 11.05.2015) Students shall have a personal trainee’s log book (Trainee’s Booklet) for accomplishing their Pre-graduation Traineeship, where the traineeship, the acquired practical skills and the grade at the state examinations shall be recorded.

**Art. 137. (1)** (Amended and suppl. - 11.05.2015) Facilities for students’ Pre-graduation Traineeship 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)** Implementation of Pre-graduation Clinical Traineeship in certain disciplines at clinical facilities of foreign universities shall be permissible only under an agreement with MU-Varna, in accordance with a student mobility programme. In these cases, the trainee shall conduct his / her traineeship according to the schedule of the group, in which he / she has been distributed by academic affairs organizers in the respective faculty and shall sit for state examinations at MU-Varna, according to the schedule, set for the group.

(3) Pre-graduation Traineeship according to an individual schedule, as well as Pre-graduation Traineeship in two disciplines simultaneously shall not be allowed.

**Art. 138. (1)** During the Pre-graduation Traineeship students shall be provided with appropriate conditions for work, relaxation, personal and occupational safety and other means in connection with labour protection by the management of the respective department:

(2) Throughout Pre-graduation Traineeship students shall:

1. comply with the legal regulations, internal rules and regulations of the University and the internal regulations of the bases for the conduct of the traineeship ;

2. comply with the determined working hours of the respective base, where they are distributed;

3. fulfill the mandatory requirements for practical skills, provided for in the study programme, and recorded in the Trainee's Booklet and obtain the due certification of attendance of the traineeship by the traineeship supervisor in each discipline.

4. fulfill all instructions of their supervisors, perform the programme recorded in the "Trainee's Booklet" , which shall be submitted at the state examination.

**Art. 139. (1)** Due to the lack of regulation of the status of trainees, the latter shall be considered students in the respective course and shall have the rights and obligations under these Regulations and the other rules of the University.

(2) Trainees who have interrupted the conduct of their state traineeship shall not receive a scholarship for the period of

interruption. After enrollment, under a resolution of the Faculty Council / College Council, a scholarship shall be obtained only by those who have interrupted their traineeship due to illness, pregnancy or maternity or serious personal or family reasons.

**Art. 140. (1)** Student who has not fulfilled the study plan and programme of the Pre-graduation Traineeship in a particular discipline shall not receive certification of attendance of the traineeship and shall not be allowed to sit for a state exam.

**(2)** Student with an uncertified of attendance traineeship in a particular discipline can continue with the next scheduled Pre-graduation Traineeship after completing the traineeship in all other disciplines – he/she shall interrupt his/her education due to uncertified of attendance traineeship.

**(3)** Students who have interrupted their education due to an uncertified of attendance Pre-graduation Traineeship shall be entitled to re-enroll the traineeship during the next academic year, but not later than three years after their semester certification of attendance and after paying a part of the annual fee, in proportion to the length of time with uncertified of attendance traineeship. Students who have re-enrolled Pre-graduation Traineeship shall accomplish entirely the study programme and all obligations thereunder.

**Art. 141.** For students trained in English who need additional Pre-graduation Traineeship in disciplines chosen by them, the training shall be conducted outside the framework of the Pre-graduation Traineeship and shall be charged an extra fee, approved by the Academic Council.



**Art. 142.** Pre-graduation Traineeship 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
- Surgical Diseases - 75 calendar days
- Pediatrics - 51 calendar days
- Obstetrics and Gynecology - 50 calendar days
- Infectious Diseases, Epidemiology, Hygiene and Social Medicine - 35 calendar days
- General Medicine - 14 calendar days.

**Art. 143.** Pre-graduation Traineeship in the specialty “Dental Medicine” shall be with duration of 135 calendar days or 1080 hours altogether and shall be divided among the main disciplines as follows:

- Prosthetic Dental Medicine - 30 days
- Conservative Dentistry - 30 days
- Oral and Maxillofacial Surgery - 30 days
- Pediatric Dental Medicine - 15 days
- Orthodontics - 15 days
- Periodontics and Oral Mucosal Diseases - 15 days.

**Art. 144.** Pre-graduation Traineeship in the specialty “Pharmacy” shall be with duration of 6 months - 4 weeks per month, 5 working days per week, 6 hours per day - 720 hours altogether and shall be divided among the main disciplines as follows:

- Technology of Formulations and Biopharmacy;
- Pharmacognosy, Pharmacology and Toxicology;
- Pharmaceutical Chemistry and Pharmaceutical Analysis;
- Social Pharmacy and Pharmaceutical Legislation.

**Art. 145.** Students in the specialties “Nursing” and “Midwifery” shall conduct Pre-graduation Traineeship in the seventh and eighth semester, with duration of 20 weeks (not less than 1600 astronomical hours altogether).

**Art. 146.** Students in the specialty “Health Management”, educational - qualification degree “Bachelor” shall conduct Pre-graduation Traineeship of 160 hours in managing health and social activities at public or private social and health institutions, health insurance funds, health insurance offices, balneotherapy sanatoria, regional and national administration bodies, approved by the Faculty Council.

**Art. 147.** Students in the specialty “Health Care Management” shall conduct Pre-graduation Traineeship in managing health care at health care institutions that meet the regulatory requirements and adopted by the Faculty Council, and Pre-graduation Traineeship in Medical Pedagogics at the Medical College – respectively, with total duration of 250 hours for educational and qualification degree “Bachelor” and 120 hours for educational and qualification degree “Master”.

**Art. 148.** Students at the Medical College shall conduct Pre-graduation Traineeship with duration not less than one semester or 600 astronomical hours altogether according to the study plans and programmes for each specialty at health care and preventive medical and social institutions that shall

be approved by the College Council for study practical bases, with duration in compliance with the Unified State Requirements.

## **Chapter Eight**

# **COMPLETION OF EDUCATION**

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

**Art. 149.** (Amended and suppl. - 11.05.2015) Completion of education and acquisition of an educational qualification degree shall be accomplished through passing state examinations or diploma thesis defense, which is regulated in the approved specialty study plan.

**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; Pediatrics; Hygiene, Infectious Diseases, Epidemiology and Social Medicine; Obstetrics and Gynecology; Surgical Diseases.

**(2)** The accomplishment of a Pre-graduation Traineeship in General Medicine shall be compulsory for graduation of students in the specialty “Medicine”. A colloquy with students shall be conducted on the last day of the traineeship in General Medicine.

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

**Art.152.** The education in the specialty “Pharmacy” shall be accomplished through passing state exams in: Technology of Formulations and Biopharmacy; Pharmacognosy, Pharmacology and Toxicology; Pharmaceutical Chemistry

and Pharmaceutical Analysis; Social Pharmacy and Pharmaceutical Legislation.

**Art. 153.** Students in the specialty “Nursing” shall accomplish their education through passing state examinations in: Philosophy of Nursing Care; Theoretical and Practical Foundations of General and Special Nursing Care; Internal Medicine and Pharmacology - Nursing Activities and Care; Surgery, Anesthesiology and Intensive Care - Nursing Activities and Care; Social Medicine with Health Promotion and Social and Health Legislation.

**Art.154.** Students in the specialty “Midwifery” shall accomplish their education through passing state examinations in: Philosophy of Midwifery Care; Theoretical and Practical Foundations of General and Special Midwifery Care; Neonatology and Pediatrics - Midwifery Activities and Care; Midwifery and Gynecology - Midwifery Activities and Care; Social Medicine with Health Promotion and Social and Health Legislation.

**Art. 155.** Students in the specialty "Health Management" for acquiring an educational-qualification degree "Bachelor" shall accomplish their education through passing a state examination and the education in the specialty for acquiring an educational-qualification degree "Master" – shall be accomplished through passing a state theoretical examination or development and defense of a diploma thesis.

**Art. 156.** The education in the specialty “Health Care Management” for acquiring an educational-qualification degree “Bachelor” shall be accomplished through passing a state theoretical examination and a practical state examination and the education for acquiring an educational-

qualification degree “Master” – shall be accomplished through passing a state theoretical examination or development and defense of a diploma thesis.

**Art. 157.** (Amended and suppl. - 11.05.2015) Students in the specialties of “Public Health”, “Pharmacy Management” and “Rehabilitation, Sea Treatments, Wellness and SPA” shall accomplish their education through passing a theoretical state examination or diploma thesis development and defense.

**Art.158.** The education at the Medical College for acquiring an educational-qualification degree "Professional Bachelor in..." shall be accomplished through passing state exams which for the different specialties shall be as follows:

**(1)** in the specialty “Medical Laboratory Assistant”:

- a) Clinical Laboratory - practical and theoretical;
- b) Microbiology - practical and theoretical.

**(2)** in the specialty “X-ray Laboratory Assistant”:

a) a comprehensive examination in Methods and Imaging Techniques - practical and theoretical;

- b) Nuclear Medicine and Radiotherapy;
- c) Radiobiology and Radiation Protection.

**(3)** in the specialty “Rehabilitation Therapist”:

- a) Kinesitherapy - practical and theoretical;
- b) Massage Therapy - practical and theoretical;
- c) Physical Therapy - practical and theoretical.

**(4)** in the specialty “Public Health Inspector”:

a) General Hygiene - practical and theoretical;

b) Epidemiology - practical and theoretical;

**(5)** in the specialty “Assistant – Pharmacist”:

a) Technology of Formulations - practical and theoretical;

b) Social Pharmacy and Pharmaceutical Legislation;

c) Pharmaceutical Chemistry, Pharmacognosy and Pharmacology;

**(6)** in the specialty “Dental Technician”:

a) Technology of Dentures - practical and theoretical;

b) Materials Science for Dentistry;

c) Orthodontics - practical and theoretical;

**(7)** in the specialty " Medical Cosmetician":

a) Dermatology - general and special;

b) Medical Cosmetics - theory and practice

**(8)** in the specialty “Medical Optician”:

a) Ophthalmic Optics, Characteristics of the Visual Sensory System - Normal and Pathological;

b) Optical Correction - theory and practice.

**(9)** (Repealed – 11.05.2015)

**Art. 159.** Students in Master's Programmes, post-higher education, in the specialties of the unregulated professions shall accomplish their education through passing a state examination or a diploma thesis defense before the State Examination Commission - depending on the achieved semester results:

1. at an average grade of semester education lower than “Very Good 5.00” - by a state examination;

2. at an average grade of semester education not lower than “Very Good 5.00” – by a state examination or a thesis defense – of their own choice.

**Art. 160. (1)** State examinations and theses defense shall be conducted before the State Examination Commission, appointed upon an order of the Rector, whereupon its members shall be determined in accordance with the regulatory requirements, at the proposal of the head of the basic unit.

**(2)** The State Examination Commission may also include habilitated persons outside the University.

**(3)** The form of the state examination for each specialty shall be regulated in the study plan.

**Art. 161. (1)** State examinations / theses defense shall be conducted according to a pre-established schedule. The schedule shall include dates for regular and resit (liquidation) exam sessions.

**(2)** (Amended and suppl. - 11.05.2015) Timetables under para 1 shall be prepared by academic affairs organizers at the respective Dean’s Office / College and shall be approved by the Deans of the respective faculties / Directors of College.

**(3)** (New - 11.05.2015) Timetables under paragraph 1 for the specialties in the Affiliates shall be prepared by academic affairs organizers in the respective Dean's Office, at the proposal of the Affiliate Director and approved by the Dean of the respective faculty.



**Art. 162. (1)** Students who have passed successfully all semester examinations in obligatory and the required and specified in the study plan minimum number of optional disciplines and have conducted the scheduled training practices and Pre- graduation Traineeship shall be entitled to sit for state examination / thesis defense.

**(2)** Students shall sit for the state examination (thesis defense) submitting their student’s book and “Booklet for conducting Pre-graduation Traineeship”.

**(3)** A student who has not complied with the study plan and the programme for Pre-graduation Traineeship in a particular discipline shall not receive certification of attendance of the Traineeship and shall not be allowed to sit for state examination. He/she shall continue with the next scheduled Pre-graduation Traineeship after completing the Traineeship in all other disciplines and shall repeat the uncertified of attendance Traineeship with the next course (after paying a fee, in proportion to the period of study), and then he/she shall be entitled to sit for the exam.

**Art. 163.** State examinations and theses defense shall be organized within graduation sessions.

**Art. 164. (1)** For the state examination shall be determined regular, resit and liquidation graduation sessions.

**(2)** Regular exam dates shall be determined after completing the Pre-graduation Traineeship in the respective discipline or after completing the whole Pre-graduation Traineeship - according to the study plan and the approved schedule for the respective specialty.

(3) Resit examination dates shall be determined in the framework of the Pre-graduation Traineeship with another trainee group according to a schedule or immediately after the end of the regular session - according to the approved schedule for the respective specialty.

(3) Liquidation session shall be held after completing the whole Pre-graduation Traineeship in accordance with the time schedule.

**Art. 165. (1)** At the proposal of the head of the basic unit, the Rector upon an order can designate an exceptional date for a state examination in certain disciplines. The order shall establish the members of the examination committee, date, location and other relevant conditions for the conduct of the examination.

(2) Student shall be charged a fee, determined by the Academic Council, for sitting for an exam on an exceptional date.

**Art. 166. (1)** Students who have completed their Pre-graduation Traineeship and who still have untaken exams after the liquidation session shall be entitled to sit for the examination during the state session of the next course - upon a written request, permission of the head of the basic unit and after paying a fee, determined by the Academic Council.

(2) Students with untaken state exams within the framework of their course of study according to the study plan shall be required to fulfill all obligations in the study plan of the graduating course. For additionally taught disciplines students shall pay a fee, determined by the Academic Council.

**Art. 167. (1)** Students shall be required to pass successfully the state exams in the specialty within three years after completing the Pre-graduation Traineeship, respectively the semesters completion of the specialties that do not require the conduct of Pre-graduation Traineeship.

**(2)** Students who have not fulfilled the obligations under para 1 lose their student rights.

**Art. 168. (1)** (Amended and suppl. - 11.05.2015) Provided the theoretical part of the state examination shall be accomplished entirely in a written form, the results shall be announced within 3 working days after the examination. Protocols of state examinations / diploma theses defenses shall be submitted to the Dean's Office / student affairs office of the College (Affiliate) not later than the day, following the examination / defense or the announcement of results.

**(2)** (Amended and suppl. - 11.05.2015) The grades in the protocols shall be entered in the main registration books personally by a lecturer - member of the State Examination Commission, within 2 working days after submitting them to the respective Dean's Office / student affairs office.

**(3)** Written papers of state examinations shall be preserved in the respective Departments (TRS) for a period of time not less than one year after students' graduation.

**Art. 169.** Sitting for an exam for improvement of the State exam grade shall be permitted after prior refusal of the grade, not later than the last examination of the liquidation session, upon a written statement to the Dean / Director of the basic unit. The grade obtained after the additional sitting shall be final.

**Art.170. (1)** The development of a Master's thesis (diploma thesis) shall take place during the last semester of education under the supervision of a habilitated person involved in the lecturing.

**(2)** The thesis shall be developed on topics of problem areas of the studied specialty. The units responsible for the education in the relevant specialty shall prepare a list of sample topics for diploma theses. The list shall be provided to students not later than three months before the diploma theses defense. The period of time within which students shall declare the topic they would like to develop shall be determined there, too.

**(3)** Students shall apply for determining the thesis topic to the head of the unit, conducting the training.

**(4)** During the consideration and approval of the applications of each graduate a supervisor and a reviewer of their diploma thesis shall be appointed, whereupon one and the same person cannot be both a supervisor and a reviewer of the same thesis. The supervisor and the reviewer of the diploma thesis shall be determined upon a resolution of the Programme Council of the specialty. Supervision and reviewing of diploma theses shall be assigned to habilitated lecturers, as well as to lecturers with an educational and scientific degree “Doctor”.

**(5)** The supervisor shall render scientific and methodological support to students in the development of the diploma theses and their preparation for the defense.

**(6)** The student shall present the completed diploma thesis to his/her supervisor for approval and evaluation. The completion of the diploma thesis shall be certified by the

signature of the supervisor on the title page of the printed copy and the preliminary grade. A diploma thesis which is not signed by the supervisor shall not be reviewed and the student shall not be allowed to defend it.

(7) An approved diploma thesis shall be submitted to the Department in the form of a printed copy (2 copies) and in an electronic format.

(8) Diploma theses reviews shall include a proposal for the admission / non-admission to defense and the preliminary grade of the reviewer.

**Art. 171. (1)** One regular and one liquidation diploma sessions shall be set for thesis defense. Students who have missed the opportunity to attend the regular session shall be entitled to sit for thesis defense during the liquidation session.

(2) Students who haven't defended their diploma thesis after the liquidation session shall be entitled to sit for an additional defense during the graduation session of the next course - after paying a fee, determined by the Academic Council.

(3) Students who have not defended their diploma thesis within their course of study according to the study plan shall be required to fulfill all obligations under the study plan of the graduating course. For additionally taught disciplines they shall pay a fee, determined by the Academic Council.

(4) Students who have failed to defend successfully their diploma thesis within 3 years after the completion of their semester education shall lose their student rights.

**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 defense, 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 defense.

**173. (1)** Defended diploma theses shall be preserved for a period of not less than ten years in the respective departments and at the University Library.

(2) Access to the defended diploma theses shall be free as the terms and conditions thereof shall be established by the units which preserve them.

**Art. 174.** Education in the preparatory courses for language and specialized training in Bulgarian or English (general and specialized) shall end with a written and oral exam in Bulgarian / or English and exams in the different specialized disciplines that shall be taken before a Commission.

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

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

(2) A diploma of a completed educational-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-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-qualification degree “Master”, with professional qualification “Master – Doctor in Medicine”.

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

qualification degree “Master”, with professional qualification “Master - Doctor in Dental Medicine”.

**Art. 178.** Students in the specialty “Pharmacy” who have fulfilled their obligations in the study plan and passed successfully the state examinations shall receive a diploma of higher education in the specialty “Pharmacy” of the educational-qualification degree “Master”, with professional qualification "Master – Pharmacist”.

**Art 179.** Students in the specialty “Health Management” who have fulfilled their obligations under the study plan and passed successfully the state examinations (defended a diploma thesis) shall receive a diploma of higher education in the specialty “Health Management” of educational-qualification degree, respectively “Bachelor” or “Master” with professional qualification in the relevant specialty.

**Art.180.** Students in the specialty “Health Care Management” who have fulfilled their obligations under the study plan and passed successfully the state examinations (defended a diploma thesis) shall receive a diploma of higher education in the specialty “Health Care Management”, respectively, for the educational-qualification degree “Bachelor” or “Master”, with professional qualification “Manager in Health Care and Practice Lecturer”.

**Art.181.** (Amended and suppl. - 11.05.2015) Students in the specialties of “Public Health”, “Pharmacy Management” and “Rehabilitation, Sea Treatments, Wellness and SPA” who have fulfilled their obligations under the study plan and have passed successfully state examinations (defended a diploma thesis) shall receive a diploma of higher education of



educational qualification degree “Master”, with professional qualification in the respective specialty.

**Art. 182.** Students in the specialty “Nursing” and “Midwifery” who have fulfilled their obligations under the study plan and passed successfully the state examinations shall receive a diploma of higher education in the specialty “Nursing”, respectively “Midwifery” of the educational-qualification degree “Bachelor”, with professional qualification “Nurse”, respectively “Midwife”.

**Art.183.** Students in the specialties of the Medical College who have fulfilled their obligations under the study plan and passed successfully the state examinations shall receive a diploma of higher education of the educational-qualification degree “Professional Bachelor” in the respective specialty, with the respective professional qualification.

**Art.184.** Those persons who have completed a new specialty of the respective educational-qualification degree during their education in the first specialty shall be issued a new diploma of higher education, as well.

**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 defense.

**(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.

**Art.186.** Foreigners from countries outside the EU and EEA who have successfully completed the preparatory course in Bulgarian language at MU-Varna shall be issued a

Certificate of successful completion of the preparatory course for language and specialized training in Bulgarian language (under an established pattern) under the terms and conditions of the Ordinance on the State Requirements for Admission of Students in Higher Education Institutions of the Republic of Bulgaria, which shall entitle them to enroll as students in the first year - Bulgarian language education in the specialty they have applied for.

**Art. 187.** Foreigners, nationals of countries outside the EU and EEA who have successfully completed the preparatory English course at MU-Varna shall be issued a Certificate of successful completion of the preparatory course for language and specialized training in English (under an established pattern), which shall entitle them to enroll as students in the first year - English language training in the specialty they have applied for.

## **Chapter Nine**

# **STUDENT RIGHTS AND OBLIGATIONS.**

## **STUDENT COUNCIL**

**Art. 188.** Persons who have acquired a student status at MU-Varna shall be subject to the requirements of the Higher Education Act, the Rules of Procedure of MU-Varna, these Regulations and the internal regulations, rules and procedures of the University.

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

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

11. use 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 - qualification or educational - scientific degree under the conditions attached thereto;

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

**(2)** In the absence of regulation of the status of students in the preparatory language and specialized courses in Bulgarian and English, the latter shall have the rights arising from these Regulations, the specifics of their training and other acts 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 behavior and appearance;

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

9. enroll for the study semesters in due time;

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

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

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

**(2)** In the absence of regulation for the status of students in the preparatory language and specialized courses in Bulgarian and English, the latter shall have the rights arising from these Regulations, the specifics of their training and other acts 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 behavior undermines the prestige and reputation of the University, at the proposal of the Dean / Director of the College / branch and depending on the severity of the offense shall be subject to the following sanctions by the Rector:

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

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

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

**(2)** In case of proven property damage to the training facilities, students shall be sanctioned for the first offense

with a warning of removal and for the second offense with suspension for a period of time, specified by the Rector.

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

### ***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.

(2) The Student Council shall adopt Rules of Organization of its Activities in accordance with the current legislative regulations and the internal rules of the University and shall submit it for approval by the Academic Council.

**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.

**Art. 200.** The activities of the Student Council shall be funded by the University in an amount that is not less than 1% of the tuition fee. The funds shall be used to protect the social interests of students, for the implementation of cultural, sports, scientific, creative and international activities.

## **Chapter Ten**

# **TRANSFER OF STUDENTS**

**Art. 201. (1)** MU-Varna shall create opportunities and determine the conditions for transferring students from another university, faculty, specialty and form of education.

**Art. 202. (1)** Students who have a completed period of education – certified of attendance semester can apply for a transfer to another university.

**(2)** Transfers shall be allowed up to two weeks from the beginning of the semester.

**(3)** Transfers from another higher school to MU-Varna shall be carried out upon a resolution and an order of the Rector.

**(4)** Students transferred from other higher schools who are taught upon paying a tuition fee shall sign an agreement with MU-Varna and pay the fixed semester fee for the relative specialty and form of education.

**Art. 203. (1)** Within two weeks before beginning the semester, students applying for a transfer from other higher schools shall submit the following documents to the Student Affairs Office:

1. application for a transfer (according to an established pattern);
2. academic transcript, certifying the successfully passed examinations, the horarium and credits in the respective disciplines (or an assurance, if there is none), respectively translated and legalized in the proper way when transferring from abroad;

3. copy of a Diploma of Secondary Education and for graduates abroad - legalized by the Ministry of Education and Science translation of the diploma;

4. an agreement of the Rector of the higher school from which the applicant wishes to be transferred without being removed from there (or of the dean of the faculty), provided that the student moves with a transfer of the state subsidy for their education;

5. a certificate for a successfully passed entrance exam recognized for acceptance in the relevant specialty at MU-Varna, provided that the student moves with a transfer of the state subsidy for their education;

6. other conditions as determined by the Academic Council and / or the Rector.

(2) Students applying for a transfer shall sign a declaration of authenticity of the submitted documents and certifying that they have been informed of the criminal responsibility upon provision of false

(3) (New - 11.05.2015) Students under paragraph 1 shall be enrolled after confirmation of the admission by Student Affairs Office and presenting an order for transferring from the other higher education institution in the country. information.

**Art.204.** MU-Varna shall provide conditions for recognition in accordance with the state requirements of the acquired abroad higher education or of periods of study, completed in foreign higher schools, recognized by the legislation of the respective country so that the education shall be continued at MU-Varna, on terms and conditions,

stipulated in the Regulations on Educational Affairs of the University and the Regulations on the Recognition of the Acquired Higher Education and Completed Periods of Study in Foreign Higher Schools of MU-Varna.

**Art.205.** Transfer of students from foreign higher schools shall be carried out under the provisions of the Bulgarian legislation and under the terms and conditions provided for in the Regulations on Educational Affairs of the University and the Regulations for the Recognition of the Acquired Higher Education and Completed Periods of Study in Foreign Higher Schools of MU-Varna.

**Art.206. (1)** Recognition of taken exams and transfer of students from other higher schools in the country and abroad shall be accomplished by the Rector on the basis of a report by the Deputy -Rector of Educational Affairs, following the opinion of the Dean of the Faculty / Director of College and the head of the Student Affairs Office.

**(2)** Upon transferring, the exams taken in different disciplines shall be recognized, provided the horarium of the academic discipline is not less than eighty percent of that stated in the study plan of the specialty and the content of the study programme is comparable. If necessary, the deans may request the opinion of the respective head of Department (ESS) or the lecturer, conducting the discipline.

**(3)** The following documents shall be required for the recognition of the disciplines: an academic transcript or a certificate with specified horarium of the discipline; the programme of the discipline, taken in another higher school (upon transferring from foreign higher schools);

(4) (Amended and suppl. - 11.05.2015) Transferring students from a foreign higher education institution in the specialties of “Medicine” and “Dental Medicine” can be carried out not later than the winter semester of the 4th year of study, and for the specialty of "Pharmacy" - not later than the winter semester of the 3rd year of study.

**Art.207. (1)** The Dean / Director of the Medical College, in collaboration with the course leader, shall determine the individual study plan of the student in the disciplines which shall be taught and / or taken semester examinations in order to bring the status of the student in accordance with the requirements.

(2) All students who have been transferred from other higher schools to MU-Varna shall be required to take the due exams under the study plan by the end of the next academic year, in order to bring their student status in accordance with the requirements of these Regulations. Transferred students shall take equalizing exams during the sessions in accordance with the study plan after the fulfillment of all conditions and having obtained official certification of attendance.

(3) In specific cases, according to the possibility of organizing individual training of the transferred students from other higher schools and the need for timely equalization with the study plan of MU-Varna, the Academic Council may determine a fee for extraordinary working off of exercises and / or sitting for exams in an individual plan for some study disciplines, prior to the course of study of the student. Students shall be informed in advance of the need for paying an additional fee.

**Art.208.** Transferred students to MU-Varna from other higher schools, who have submitted false documents, provided false information when filling in the documents or misled the administration and the management of the University shall be removed from the University according to Art. 74, para 2 of the Higher Education Act, regardless of the course of study.

**Art. 209.** Transfer of a student from MU-Varna to another higher school shall take place at the request of the student, on the basis of an application to the Rector and a positive resolution by him/her.



## **TRANSITIONAL AND CONCLUDING PROVISIONS**

§ 1. These Regulations have been developed and adopted pursuant to Art. 120 and Art. 164 of the Rules of Procedure of MU-Varna.

§ 2. These Regulations were adopted on 18<sup>th</sup> June 2013 by the Academic Council and shall enter into force at the beginning of the academic 2013/2014 year.

§ 3. Integral part of these Regulations shall be the rules, procedures and regulations to which it refers.

§ 4. Students enrolled for education at MU-Varna before the enforcement of these Regulations shall continue and complete their education under the terms and conditions established by them.

§ 5. Art. 67, para 3 shall enter into force from the academic 2014/2015 year.

**§6.** (New - 07.10.2013) For academic year 2013/2014, students who have failed an examination from previous years of study shall be given an opportunity to pass further and enroll for the upper year of study. Sitting for untaken examinations from previous periods shall be carried out within the regulated resit and liquidation examination sessions, on the regularly scheduled examination dates referring to the respective discipline after receiving an individual examination protocol and paying the regulated by the Academic Council fee.

Medical University  
“Prof. Dr. Paraskev Stoyanov”  
Varna

REGULATIONS ON EDUCATIONAL AFFAIRS

Varna, 2016