

**MEDICAL UNIVERSITY
SOFIA**

RULES

**FOR PREPARATION AND ORGANISATION OF
ACADEMIC YEAR 2015/2016**
(effective from 11 February 2016 year)

SOFIA, 2015

MEDICAL UNIVERSITY - SOFIA**Address: 15 "Acad. Iv. Evst. Geshov" Blvd, postal code 1431****Rector**

Vanyo Ivanov Mitev, Academician of Bulgarian Academy of Science,
Professor, MD, PhD in Medicine, Doctor of biological sciences,
tel. 02/ 952 37 91, fax 02/953 28 16

General secretary of MU-Sofia

Alexey Yordanov Alexeev, Professor, Doctor,
Tel. 02/ 91 52 140

Deputy Rector for Academic Affairs

Karolina Dosheva Lyubomirova, Professor, Doctor of medicine
tel. 02/ 952 37 98, fax 953 28 98

Deputy Rector for Research and Development

Genka Ivanova Petrova-Tashkova, Professor, Doctor of pharmaceuticals, Doctor of pharmaceutical studies,
tel. 02/ 953 06 51

Deputy Rector for International Integration and Project Funding

Radomir Lyubomirov Ugrinov, Professor, Doctor, PhD
Tel. 02/ 851 08 92

Deputy Rector for University-Hospital Coordination and Postgraduate Education

Vasil Dimitrov Dimitrov, Professor, Doctor of medicine
tel. 02/ 952 59 63

Chair of "Academic" Department

Lyuba Yoncheva Kirilova
tel.: 02/ 9531 174, 02/ 9152 164

**Chair of "Financial and Human Resources" Department
also chief accountant**

Krasimira Dimitrova Markova, Professor
Tel.: 02/ 951 67 70

RULES FOR PREPARATION AND ORGANISATION OF ACADEMIC YEAR 2015/2016

Medical University - Sofia reserves the right to change the terms in these Rules, depending on changes in the legislation and changes in the Regulations of the Medical University - Sofia

A. ORDINANCE FOR ORGANISATION OF THE ACADEMIC PROCESS FOR ACADEMIC YEAR 2015/2016

I. DISTRIBUTION OF STUDENTS IN GROUPS AND FLOWS

GENERAL CONDITIONS

1. The distribution of students in groups is carried out only and entirely by the experts in the Departments for students Affairs of the Faculties.

1.1. The number of students in a group for training of Bulgarian or in a group for training of English is determined for the pre-clinical, the theoretical-diagnostic disciplines and for the clinical disciplines should be up to 10 students in a group.

1.2. If after transfer (or overwriting of the academic year) of foreign students, trained of English, the number of students increased to more than 10 in a group, additional groups are created.

1.3. When creating additional groups, schedules of classes are corrected promptly by the experts in the Educational Departments of the Dean's Offices.

1.4. All schedules of classes are coordinated by the Department for students Affairs of the Rectorate of the Medical University - Sofia.

1.5. Transfer of students from one group to another group **is not allowed**.

1.6. Not allowed consolidation of two or more groups and simultaneous conducting of classes.

2. The number of lecture flows is defined only by a decision of the Faculty Council.

SPECIAL PART

1. FACULTY OF MEDICINE

1.1. MASTER IN MEDICINE

1.1.1. Bulgarian language training for students of I-st course is conducted as follows: lectures are conducted in two streams, and exercises in 32 groups. For students of the II-nd and III-rd course, lectures are held in one stream of lectures and exercises are conducted in 32 groups.

1.1.2. Lecturing in Bulgarian from IV-th to VI-th year students is organised in 32 groups based on a cyclic (module) system, with an examination after completing an entire cycle from the academic curriculum and permanently - in the course of the academic year.

1.1.3. Lecturing in English to students of I-st to III-rd course is conducted by lectures that are held in one stream and the exercises are held for first-year students in 10-18 groups, for second year in 20 groups, for third year in 24 groups, for fourth year in 22 groups, for fifth year in 20 groups and for sixth year students in 16 groups.

1.1.4. Lecturing in English for fourth- to sixth-year students is organised based on a cyclic system, with an examination after completing an entire cycle from the academic curriculum and permanently - in the course of the academic year.

1.2 A SECOND MASTER'S DEGREE IN MEDICINE may be acquired after acquiring a first master's degree in Dental Medicine or Pharmaceutics. Studying for a second master's degree is full-time, with six years duration of studies, based on the academic curriculum of the Medicine degree.

2. FACULTY OF DENTAL MEDICINE

2.1 MASTER IN DENTAL MEDICINE

2.1.1. Lecturing in Bulgarian is carried out by holding lectures for students in dental medicine in one lecturing stream and the practice is organised in 16 groups.

2.1.2. Lecturing in English for students in dental medicine is carried out in 7-10 groups for first-year students, for second-year students in 7 groups, for third-year students in 7 groups and for fourth-year students in 6 groups.

2.2 A SECOND MASTER'S DEGREE IN DENTAL MEDICINE may be acquired after acquiring a first master's degree in Medicine or Pharmaceutics. Studying for a second master's degree in dental medicine is full-time, with six years duration of studies, based on the academic curriculum of the Dental Medicine degree.

3. FACULTY OF PHARMACEUTICS

3.1. MASTER IN PHARMACEUTICS

3.1.1. Lecturing in Bulgarian is carried out by holding the lectures for students in pharmaceutics in one lecturing stream and the practice is organised for first- to fifth-year students in up to 16 groups of no more than 12 students per group.

3.1.2. Additional specialised training during the studies in industrial pharmaceutics and clinical pharmaceutics is carried out from the 6th to the 9th semester in 2 groups, where students willing to enrol are ranked based on their grades from the 1st through the 5th semester.

3.1.3. Lecturing in English is held in 12 groups of no more than 12 students per group.

3.2. A SECOND MASTER'S DEGREE IN MEDICINE OR DENTAL MEDICINE may be acquired after acquiring a first master's degree in Pharmaceutics. Studying for a second master's degree is full-time, with six years duration of studies, based on the academic curriculum of the Medicine or Dental Medicine degree.

4. FACULTY OF PUBLIC HEALTH

4.1. Lectures for students from the "Public Health and Health Management" and "Healthcare Administration" degree programmes for Bachelor's degree - full-time and part-time form of studies are held in one lecturing stream and practice and seminars are held in groups of 12 students per group.

4.2. Lectures for students from the "Public Health and Health Management", "Strategic Management of Pharmaceutical Operations", "Occupational Medicine and Working Capacity" and "Healthcare Administration" for Master's degree and Master's degree after Bachelor's degree - part-time form of studies, "Clinic Healthcare" and "Medical Rehabilitation, Kinesytherapy and Balneology" full-time form of study are held in one lecturing stream and seminars are held in 4 groups.

4.3. Lectures for students from the "Nurse", "Obstetrician", "Kinesitherapy", "Medical Assistant" and "Occupational Medicine and Working Capacity" programmes for Bachelor's degree - full-time form of studies, are held in one lecturing stream and practice, seminars and clinical practice are held in groups of 12 students.

5. CENTRE FOR LANGUAGE TRAINING, PHYSICAL TRAINING AND SPORTS (CLTPTS)

5.1. A preparatory academic year for foreigners (in Bulgarian or in English) is held for two semesters - a winter and a summer semester. The studies for the respective language in the preparatory academic year start after 1 October.

5.2. Languages Training for students

5.2.1 Studying Bulgarian for foreign students in Medicine continues for 2 semesters and for students in Dental Medicine, its duration is 4 semesters.

5.2.2 Studying Latin for students in Medicine, Dental Medicine and Pharmaceutics continues for 2 semesters and for the Medical College its duration is 1 semester.

5.2.3 Studying a foreign language for Bulgarian students in Dental Medicine and Pharmaceutics continues for 2 semesters.

5.3. Sports

5.3.1. 90 classes for the Medicine degree;

5.3.2. Module training with duration of 30 classes for the Dental Medicine degree;

5.3.3. 120 classes for the Pharmaceutics degree;

5.3.4. 180 classes for students from the Medical College;

5.4. During the preparatory academic year 2015/2016, the Centre for Language Training, Physical Training and sports (CLTPTS) also offers training in Bulgarian and English language to students that are citizens of EU member states or of EEA (European Economic Area). They receive training in Bulgarian and English language and in biology and chemistry for the needs of their Bulgarian and English language studies. Upon successful completion of the preparatory academic year, they are entitled to apply for instruction into Bulgarian in the next academic year for the degree programmes in MU-Sofia, based on the terms and conditions defined for Bulgarian citizens or they may choose to be instructed in English as students sponsored by foreign companies, agencies and other organisations.

6. BRANCH "Prof. Dr. Ivan Mitev" - Vratsa

6.1. Instruction in the Branch "Prof. Dr. Ivan Mitev" - Vratsa is based on a cyclic system with theoretical and practical modules. The distribution of students in groups is determined by the inspector of the Academic Department of the Branch.

6.2. The minimum number of students in one study group for clinical practice and practical activities is 5 students per group and the maximum number is 10 students per group.

6.3. When during the semester students from the group interrupted their education, regardless of its reduced size, the group remains. By increasing the number of students over 10 in the group, additional groups are created, and the schedules of classes are corrected in due time by the staff of Academic Department of the Branch.

6.4. No transfer of students from one group to another group.

6.5. Not allowed consolidation of two or more groups, while conducting classes from one teacher.

7. MEDICAL COLLEGE "Yordanka Filaretova" - Sofia

7.1. MC "Yordanka Filaretova" offers full-time studies.

7.2. The number of streams for the lecture courses is determined according the thematic plans and programmes and the number of groups is based on the number of students by speciality and courses, with minimum number of 5 students per group, with the exception of "massage therapist with impaired vision", where the minimum number of students per group can be three people.

8. EDUCATION FOR STUDENTS UNDER A CONTRACT FOR EDUCATIONAL FRANCHISE (PRECLINICAL TRAINING) IN NICOSIA, CYPRUS

8.1. Students for studies in English language in medicine, dental medicine and pharmaceutics are enrolled for two-year studies on the pre-clinical disciplines.

8.2. Upon successful completion of the second year in the city of Nicosia, students continue their studies in Medical University - Sofia, Bulgaria.

8.3. Training is conducted in full-time and modular form by lecturers of MU-Sofia.

8.4. The courses with lectures and practical activities are carried out based on academic curricula and plans approved by the Academic Council of MU-Sofia.

8.5. The number of student groups per degree programme is based on the number of students enrolled, with a maximum of 10 students per group.

8.6. In the city of Nicosia, studies with instruction in English are offered for a postgraduate Master's degree with total duration of three semesters for the "Healthcare Administration" and "Public Health and Health Management" degree programmes.

II. ACADEMIC CURRICULA

1. The Rector of Medical University – Sofia manages the overall activities related to the organisation of the studies based on the academic curricula, adopted by the Faculties' Councils or the Boards of Directors, which are approved by the Academic Council (AC) of MU-Sofia.

III. SCHEDULES OF ACADEMIC CLASSES AND EXAMINATION SESSIONS

1. The schedules of academic classes are drafted by the "Academic" Departments of the Faculties, the Branch "Prof. Dr. Ivan Mitev" – Vratsa and Medical College "Yordanka Filaretova" - Sofia in coordination with the Academic Department at the Rectorate of MU-Sofia.

2. The schedules of academic classes are announced by the Academic Department of the respective faculty, branch or college 10 days before the start of the semester.

3. Students receive ongoing assessment throughout the academic year.

3.1. The subjects taught in more than one semester ends with an exam in the last semester.

3.2. Forms of assessment - written tests, oral examination, tests and papers.

4. The readiness and maintenance of the classrooms for students in University Hospitals is the obligation of the chief executive officers of these hospitals.

5. The schedules for using the auditoriums and the classrooms are drafted and coordinated by the Academic Department of the Rectorate.

6. Schedule of classes and examination sessions for academic year 2015/2016:

9.1. Winter semester from 14.09.2015 to 23.12.2015

6.1.1. Winter semester - English language classes for first-year students from 19.10.2015 to 29.01.2016.

6.1.2. Winter semester for the preparatory academic year in CFLPES – between 01.10 and 02.11.2016.

6.1.3. January examination session from 04.01.2016 to 29.01.2016.

6.1.4. February supplementary examination session for the Faculty of Pharmacy V-th year and III-rd year of Medical College-Sofia is from 08.02.2016 to 19.02.2016.

6.2. Summer semester from 15.02.2016 to 27.05.2016

6.2.1. Summer semester for "Medicine" degree for fourth- and fifth-year students from 28.03.2016 to 22.07.2016.

6.2.2. June examination session from 01.06.2016 to 01.07.2016.

6.2.3. The session is extended with up to 10 working days for courses with 5 and more examinations based on the academic curriculum.

6.2.4. The university departments shall provide dates for examinations between the first and the last day of the examination session, irrespective of any objective circumstances that might arise.

6.2.5. September supplementary examination session from 29.08.2016 to 09.09.2016.

7. Schedule of classes and examination sessions for students enrolled in the Faculty of Public Health for academic year 2015/2016 for full-time students in "Public Health and Health Management", "Healthcare Administration", "Obstetrician", "Nurse", "Kinesitherapy", "Medical Assistant" and "Occupational Medicine and Working Capacity" Bachelor degree and for full-time students in "Clinical Healthcare" and "Medical Rehabilitation, Kinesitherapy and Balneology" Master degree are the same as the ones for medical students

7.1. Winter semester – from 14.09.2015 to 23.12.2015.

7.1.1. January examination session 04.01.2016 to 29.01.2016.

7.2. Summer semester – from 15.02.2016 to 27.05.2016

7.2.1. June examination session 01.06.2016 to 01.07.2016.

7.3. Classes and examination sessions for part-time students in "Public Health and Health Management" and "Healthcare Administration" for a Bachelor's and Master's degree and for a Master's

degree in "Strategic Management of Pharmaceutical Operations" and "Occupational Medicine and Working Capacity" are as follows:

7.3.1. Winter semester – from 14.09.2015 – 23.12.2015

7.3.2. January examination session 04.01.2016 – 05.02.2016

7.3.1.2. For students that have completed the semesters required for graduation

February supplementary examination session 08.02.2016 – 12. 02.2015

7.3.2. Summer semester -from 15.02.2016 – 27. 05.2016

7.3.2.1. June examination session 30.05.2016 – 01. 07.2016

7.3.2.2. September supplementary examination session 05.09.2016 – 09. 09.2016

IV. SYSTEM FOR ACCUMULATION AND TRANSFER OF CREDITS

1. According to Regulation No 21 of 30.09.2004 of the Ministry of Education and Science, a credit system for evaluation has been introduced for all students from MU-Sofia.

1.1. Upon proposal by the Dean of the Faculty (the Director of the Branch or College), following an Order by the Rector of MU-Sofia, or from authorized by him person, specialised committees have been appointed for recognition of credits and periods of studies, acquired from a different university or acquired based on the academic curriculum of a different degree programme, as well as for recognition of credits from similar disciplines from other degree programmes.

2. Between the first and third year, students must gain 180 credits, 15.9 credits of which are gained from elective courses, modules, participation in research and development programmes, participation in scientific and research sessions with reports and publications in Bulgarian and foreign journals.

2.1. Between the fourth and the sixth year (clinic), students must gain 150.2 credits, 5.2 credits of which are gained from elective courses, modules, participation in research and development programmes, participations in research sessions with reports and publications in Bulgarian and foreign journals.

2.2. According to the academic curriculum for the Medicine degree programme, during their studies students must accumulate a total number of 330.2 credits from their studies, 310.3 of which are from the mandatory courses and 19.9 from elective courses plus 88.4 credits from their internship before graduation and the state examinations.

3. The credit constitutes a numerical indicator of the student's workload. It is awarded to students with a positive grade that is no lower than satisfactory (3) for knowledge and skills acquired that are foreseen in the academic curriculum, given by means of an exam or another form of evaluation. The topics of the elective courses as well as the credits from them are announced by the Dean's Office and by the departments where students register for the elective courses.

4. Each student shall attend the necessary number of courses for covering the required number of credits. Only courses covering the required credits for the year are written in the faculty Main Book.

4.1. No transfer of credits from the elective modules to the next years of study is allowed.

4.2. Upon completion of the respective elective module (course), the head of this course shall present a report to the deputy dean for academic affairs for the successfully completed module (course) with a list of students attached and shall register their participation in the faculty Main Book.

4.3. The Elective modules (courses) and the recognition of the horarium of the department or the clinical centre (CC) will be acknowledged, provided that there are no less than 10 students enrolled and registered in the faculty Main Book after completion of the module (course).

5. One credit is awarded for 20 classes.

6. For the degrees in the branch "Prof. Dr. Ivan Mitev" - Vratsa to MU-Sofia the ratio between credits acquired from auditorium and extra-auditorium activities may not be more than 50% of the credits defined in the academic curriculum for the respective discipline during the respective semester.

6.1. The types of out-of-class activities in the branch "Prof. Dr. Ivan Mitev" - Vratsa provide 1.5 credits for a course paper, 1 credit for a report, 1 credit for an essay or independent work on a certain case given by an assistant professor or a professor and 0.5 credits for a task assigned.

6.2. The implementation of the activities for acquiring credits shall be reported by an assistant professor and a professor to the committee formed pursuant to an order of the branch director.

6.3. Credits are documented and accounted for by issuing a certificate reflecting the type of activity and the credit evaluation.

V. ONGOING CONTROL

1. Organisation and implementation.

1.1. Ongoing control is a mandatory element of the academic work of the students. The forms of ongoing control applied for evaluating the students' preparation and whether they have learned the material depend on the specifics of each faculty and the academic discipline, on the material and technical resources available and on the size of the student groups.

2. Forms of ongoing control.

2.1. The planned forms of ongoing control are applied during regular classes by means of a test and they include all checks for which students should prepare in advance on the main sections of the lectured material.

2.2. Planned ongoing control on the theoretical preparation is applied by means of colloquium.

2.3. Planned ongoing control on the practical preparation is applied by validation of records from practice and attestations collected (points) from clinical or other practical activities.

2.4. Unplanned forms of ongoing control include brief oral exam, review or development of a medical preparation and examination of patients.

3. Organisation of the ongoing control

3.1. At the stage of development of the academic curriculum, the number and forms of ongoing control, their sequence, the volume of the classes that should be mastered and the timeline for their conduct by academic weeks are identified.

3.2. The planned forms of control (colloquiums) may not be more than two per semester for each individual discipline.

3.3. No more than three planned forms of control on the different disciplines may take place **within one calendar week.**

3.4. The plan for ongoing control shall be in line with the students' time for studying.

3.5. The implementation of the schedule for ongoing control throughout the semester is mandatory both for students and instructors.

3.6. The grades from the ongoing control shall be written in the control file (workbook) of the student and shall be reflected in the final grade.

3.7. In departments requiring practical work, validation shall be given after completion of the minimum required practical work and not just based on attendance.

3.8. Class attendance must be reflected in the student's file.

3.9. Departments teaching students based on the module system must reflect class attendance in the workbooks and the student file.

3.10. The heads of departments must ensure the development and precise application of the schedule for ongoing control.

3.11. The programmes for ongoing control shall be discussed by the Student Council and shall be coordinated with the Dean's Offices before the start of the academic year. The faculty Deans shall be responsible for the overall implementation of the schedule for ongoing control.

3.12. The semester validations shall be performed by the departments and shall be based on the task completion in the academic curriculum and the programme adopted by the Department Council.

3.13. The heads of departments shall indicate in their syllabi for each respective discipline different sources for preparation, where at least one of them must be an officially published textbook.

VI. EXTRACURRICULAR ACTIVITIES

1. The faculty deans shall request from the department heads to develop and submit a programme for extracurricular activities for the students by the start of the academic year. The programme shall indicate

the sources for preparation of the respective activities, the thematic courses for students in the respective discipline and working with the students from thematic study group.

2. For the Faculty of Public Health, the Faculty of Pharmaceutics and the branch "Prof. Dr. Ivan Mitev" - Vratsa, course papers constitute extracurricular activities.

3. For the branch in Vratsa and Medical College - Sofia, the participation of lecturers in extracurricular activities and students' thematic study groups is part of the criteria for evaluation of the lecturers' workload during their attestation. Administering a course paper does not constitute an extracurricular activity.

VII. TERMS AND CONDITIONS FOR CONDUCTING EXAMINATIONS

1. The examination procedures shall be organised and conducted in line with the rules of MU-Sofia (Article 44(1) of the Higher Education Act) and the evaluation of students' knowledge shall take place through examinations in accordance with Article 44(2) of the Higher Education Act.

2. The types of examination procedures include regular examination sessions in January and June and a regular supplementary session in September.

2.1. Attending an examination session shall be allowed after presenting a student's book with a validated semester in the respective Academic Department. The semester validation shall be recognised if it has been done no later than the start of the examination session.

2.2. Validation shall be based on the implementation of the duties under the academic curriculum and the programme and no more than three documented absences from classes and submission of a document for the missed practice that has been compensated.

3. Attendance of examination sessions for the "Medicine" degree for first- through third-year students and for all other degree programmes shall be done in groups based on a schedule approved by the Rector of MU-Sofia or authorized by him person.

4. Attendance of an exam for students in Medicine after the third year shall be done after the end of the respective cycle, verified in the Dean's Office by groups, on dates selected randomly.

5. Students in Dental Medicine shall pass all the exams in pre-clinic of dental disciplines and the failure to pass an exam will result in discontinuance of the academic year, due to low grades.

6. Students shall be allowed to sit for an exam only based on the examination protocols drafted by the Dean's Offices.

6.1. It is not allowed a student to attend more than one examination per day.

7. Sitting for supplementary examinations for increasing the grade shall be allowed after payment of the prescribed in these Regulations fee only once for any discipline, only when the grade given, for which permission is requested to sit for a supplementary exam, is different from poor (2).

7.1. Permission shall be granted based on the student's written rejection of the grade given, through an application to the deputy dean for academic affairs and submitted no-later than the next day after the examination.

7.2. Students studying under the cycle system in the branch in Vratsa, who have missed a cycle of lectures from the current semesters for valid reasons, can audition the same cycle of lectures during the next semester and after that they will be allowed to sit for an exam during the supplementary session.

8. Sitting for an exam for the purpose of increasing the grade from the state exam shall be allowed after the student's written rejection of the grade submitted to the Dean no later than the day following the date of the last exam from the regular session. 8.1. Retaking an exam shall be allowed if the examination will take place on the first subsequent regular or supplementary session based on the curriculum.

8.1. Re-appear to increase the assessment by the State exam is not allowed.

9. The examination shall include a mandatory written part, which shall be stored for a period of no less than one year after the examination (Article 102 of the Rules of Organisation and Operation of MU-Sofia (ROOMUS and Article 44(2) of the Higher Education Act (HEA).

9.1. If the written part of the exam is a test, it cannot be a ground for admission to or exclusion from the next part of the exam for the respective discipline.

9.2. The written parts of the exams may be objected by the students to the Head of the department or to the Dean immediately after the exam.

9.3. Examinations in the specialised and clinical disciplines for students enrolled in the Bachelor's degree programmes for "Nurse", "Obstetrician", "Kinesitherapy", "Medical Assistant" in the Faculty of Public Health have mandatory both written and an oral sections.

10. Practical and theoretical examinations shall be held by a committee chaired by habilitated person. The composition of the state exam committees for each degree programme shall include a chair and no less than two more habilitated persons with a recognised degree.

10.1. The composition of the State Examination Committees includes Chairman and not less than two academic persons who possess recognized specialty.

11. Examination Committees shall be appointed based on a random selection.

12. The grade from the exam shall be written in the examination protocol, the student's book, the student's file and the departmental journal, immediately after the exam. In addition to the examination protocols, the grade shall be also written in the Main Book on the same day or no later than 24 hours after the exam by a habilitated instructor, who is a member of the examination committee.

13. If the grades from the exam cannot be written within 24 hours after the exam due to objective reasons, the grades from the examination shall be written during the next working week.

14. All the students at Medical University - Sofia are entitled to sit for an exam for a given discipline twice – once during the regular session and once during the supplementary session.

VIII. SETTLEMENT OF STUDENT STATUS

1. Students with uncertified winter semester interrupt the current academic year and after payment of the normative determinate relevant tuition fee, repeat the same course from the beginning of the next academic year.

1.1. These students shall have no right to attend classes and sit for exams during the academic year, which is interrupted.

1.2. Students with an uncertified summer semester interrupt the academic year and after payment of normative determinate relevant tuition fee for the semester, repeat the same course from the summer semester of the next academic year.

1.2.1. These students are not allowed to attend the September regular resit session and additional remedial sessions (if any) of the subjects from the regular June examination session, but have a right to sit for exams in the September regular resit session and of the additional remedial sessions (if any) only in subjects from the regular session in January.

1.3. Students with an uncertified winter or summer semester, which in previous academic years have overwrite of year because of poor grades or because of uncertified semester automatically drop out as students and are removed by the University.

2. Right to extended session is given to pregnant students and mothers with children up to 6 years dispensary patients and severely sick during the regular examination session, the September regular resit session or additional remedial sessions (if any), against presentation of a doctor's note or medical certificate, not later than one day after the last examination date.

2.1. The right to have an extended session is also given to students with serious family reasons, certified accordingly, but no later than one day after the last examination date.

2.2. Extended examination session is held one week after the last date of the regular examination session or the September regular resit session or additional remedial sessions (if any).

3. Students studying under the cyclic system are entitled to sit for an exam on the dates defined for the next cycles.

4. Students are allowed to the September regular resit session and additional remedial sessions (if any) with unlimited untaken examinations.

5. Students are entitled to sit exams at a regular examination session in January, regular examination session in June and the September regular resit session. Any appearance at examination sessions outside the above listed shall be paid in the size specified in these rules.

5.1 Additional remedial sessions are authorized by order of the Rector of the Medical University of Sofia or a person authorized by him.

5.2. Any appearance at an additional examination session and at exams to increase the assessment (semester or state) is payable as follows:

5.2.1. 60 BGN for the exam of a Bulgarian student;

5.2.2. 120 BGN for the exam of a foreign student.

5.3. Examination committees are composed of no more than 2 academic persons and not more than one non-academic person.

5.4. For each additional examination date, the examination commission shall be paid as follows:

5.4.1 For the examination of foreign students shall be paid:

5.4.1.1. 25 BGN for each student examined by habilitated academic person;

5.4.1.2. 15 BGN for each student examined by non-habilitated person;

5.4.2. For examination of Bulgarian students shall be paid:

5.4.2.1. 15 BGN for each student examined by habilitated academic person;

5.4.2.2. 10 BGN for each student examined by non-habilitated person.

6. Students who are trained in a cyclical system, and have uncertified cycle or cycles, enrol the same course again in the next academic year with the right to sit for exams only for certified cycles.

6.1. With the exception of students from sixth year, students with uncertified cycle or cycles, which in previous academic years have overwrite of year because of poor grades or because of uncertified semester automatically drop out as students and are removed by the University.

7. Compensating for missed practice shall be only allowed for valid reasons, evidenced by the respective document or recognised by the Dean at his/her discretion.

7.1. In case of up to two absences, permission for compensating shall be granted by the Head of the respective department.

7.2. In case of up to three absences, permission for compensating shall be granted by the deputy dean for academic affairs of the faculty, based on a written application submitted to him/her no later than three days after the respective absence. If the absences are not consecutive, the applications for retaking the missed practice submitted after the last absence will not be respected and will not result in any consequences.

7.3. In case of three absences from classes of a student, the lecturer, via Head of the respective department, in written form shall notify the deputy dean for academic affairs of the respective faculty in writing through the head of the department.

7.4. In case of more than three absences, but no more than 1/3 of the number of classes envisaged in the academic curriculum, the Dean shall propose the resolution of the student's standing to the Dean's Council based on a written application submitted by the student.

7.5. If the number of absences is more than 1/3 of the number of classes envisaged in the academic curriculum, the Dean shall propose the resolution of the student's standing to the Rector based on a written application submitted by the student.

7.6. Compensating for practice is allowed immediately after being absent or no later than the week before the last week of the semester.

7.7. Compensating practice is controlled by the assistant managing the practice of the respective group to which the student is assigned and the assistant also exercises ongoing control by means of a brief oral exam.

7.8. The results from the ongoing control shall be written in the workbook or the control file of the student, together with the name of the assistant, with whom the practice was compensated for.

8. Students in medicine, studying based on the cycle system, who has had three absences, can compensate them with permission from the Dean, based on a written application submitted to him/her.

8.1. The heads of departments are obliged to provide conditions for compensation during weekends, night duties and during the period designed for preparation for exams.

9. Students from the Faculty of Public Health (FPH) studying for "Midwife" and "Nurse", who have had up to three days of absence from clinical practice may compensate for their absences with a permission from the Head of the "Healthcare" department.

9.1. Students studying in Bachelor's degree in the specialties for "Midwife" and "Nurse" in the Faculty of Public Health, who have no certified clinical practice in the respective ward, may not continue their practice and interrupt the academic year due to uncertified semester.

9.2. At students, that are mothers of children up to 6 years of age, who studying for "Midwife" and "Nurse" in the Faculty of Public Health, are allowed absences up to 30% only from the lecture course, since the exercises and the clinical practice are mandatory.

10. Students, from the affiliate in Vratsa and from the Medical College - Sofia, who have done up to three absences from academic practice, with a permission from the respective Director, based on an application submitted by them, may clear by working the absences.

10.1. Absentees for valid reasons, attested by relevant documents or recognized as valid reasons at the discretion of the Director, must make the academic practice on Saturdays and Sundays, during night duties and in the time fixed for preparation for sitting for exams.

10.2. Students, from the affiliate in Vratsa and from the Medical College of Sofia, with uncertified clinical practice in the respective ward without valid reasons, can not continue the practice and interrupt academic year due to uncertified semester.

10.3. In case of a poor grade in a given ward, the student is entitled to retake the respective exam no later than one week after his/her sitting for exam for the first time.

10.4. In case of a second poor mark, the student have to render the educational practice in the relevant ward, after the end of the semester.

10.5. In case of a third poor mark for the academic practice, the student interrupt the semester because of poor grades and during the next academic year they repeat the semester, interrupted due to poor grades.

11. Students from MU-Sofia, who sit for more than one exam on the regular resit session in September and on an additional remedial sessions (if any) and who have received a poor mark of one of the exams, but cannot use the all additional resit session due to illness or because of serious family grounds, can get permission for sitting to an extended resit session only for the exams, on which have not appeared for valid reasons, when in written application of the student, the reasons are attested with respective documents or are accepted as valid reasons at the discretion of the respective Dean or Director.

12. Students, who for health reasons until the end of the regular resit session in September and until the end of the additional remedial sessions (if any) are left with more than three no taken exams, but have given a written application to the Dean with applied relevant document, certifying the disease, interrupt the school year because of illness.

13. Students, ending their semester, who after the regular resit session in September, remain with up to three no passed exams, can to sit for additional remedial sessions (if any) against payment.

14. Students, ending their semester, who after the regular resit session in September and after the additional remedial session (if any), remain with more than three no passed exams, after payment in full size the normative determinate relevant tuition fee, they repeat the academic year due to poor grades, irrespective of whether in previous academic years are had an interruption due to uncertified semester or are had an overwrite due to poor grades.

14.1. Students who repeat the academic year due to poor grades and who have not successfully passed the exams for the academic year which they repeat, automatically drop out as students and are removed from the University.

15. Students from the Faculty of Pharmaceutics and the Faculty of Public Health, ending their semester, but have not taken exams, after payment in full size the normative determinate relevant tuition fee should repeat the academic year due to poor grades, irrespective of whether in previous academic years have an interruption due to uncertified semester or have overwritten due to poor grades.

15.1. Students, ending their semester, who repeat the academic year due to poor grades and who have not successfully passed the exams in the academic year which they repeat, automatically drop out as students and are removed by the University.

16. Students, who are not completing their semester, who have four or more exams not taken after the September regular resit session, could attend against fee payment additional remedial sessions (if any). In

case they have not taken four or more exams after the additional remedial sessions, automatically drop out as students and are removed by the University.

17. Students, who are not completing their semester, who have not taken no more than three exams after the regular resit session in September, are entitled to sit for the exams during the additional remedial sessions (if any) against fee payment.

17.1. Students who after the regular resit session and after additional remedial sessions (if any) have not passed all three exams for the course in which they are, interrupt due to poor grades this course and after payment in full size the normative determinate relevant tuition fee, repeat the same course in the next academic year.

17.1.1. If these students have overwriting due to poor grades or due to uncertified semester in previous academic years, automatically drop out as students and are removed by the University.

18. Students, who are not completing their semester, but after the regular resit session and after the additional remedial sessions (if any) have no more than two no taken exams, can enroll next course conditionally.

18.1. Students in Dental Medicine are not entitled to conditional exams on pre-clinic of the dental disciplines.

19. Students in medicine studying under the cycle system (excluding the ones who ending their semester), and have two exams not taken after the regular resit session and after the additional remedial sessions (if any), after payment in full size the normative determinate relevant tuition fee could enroll next course conditionally during the next academic year and the exams which are not taken, must be taken successfully by the end of conditionally enrolled academic year, in line with the academic curriculum.

19.1. Students, enrolled in the course conditionally are entitled to sit for exams the regular session, of the regular resit session and against payment of additional remedial sessions (if any).

20. Conditional recording of each subsequent year is permitted with no more than two no passed exams only when at each conditionally enrollment both of the examinations are by various disciplines.

20.1. Students from the Faculty of Medicine, who are enrolled conditionally must amass the necessary credits in the next academic year.

21. Overwrite due to poor grades or interruption due to uncertified semester is permitted of students only once during their training with the exception of students completing their semester.

22. Students enrolled conditionally the course, but have not passed successfully their conditional exams or one of them, after payment in full size the normative determinate relevant tuition fee, in next academic year, overwrite the course, in which in the academic curriculum is the respective discipline.

22.1. Foreign students, enrolled under Decree of the Council of Ministers No 103/31.05.1993 and No 228/20.05.1997, who have enrolled conditionally the course, if have not passed successfully their conditional exams or one of them during conditionally enrolled academic year, shall lose their right to scholarship and after payment in full size the normative determinate relevant tuition fee for foreign students, in next academic year, overwrites the course, in which in the academic curriculum is the respective discipline.

22.2. Students in Medicine, who have enrolled conditionally the second or the third year of study, shall successfully pass their conditional exams from the preceding academic year during conditionally enrolled academic year. If these students have not passed successfully their conditional exams or one of them, after payment in full size the normative determinate relevant tuition fee, in the next academic year, overwrites the course, in which in the academic curriculum is the respective discipline.

22.3. Students, who have not passed successfully their conditional exams from preclinical disciplines from a first and second course, after payment in full size the normative determinate relevant tuition fee, in the next academic year, overwrites due to poor grades in the course, in which in the academic curriculum is the respective discipline.

22.4. Students, who have enrolled conditionally the course on subjects from the preclinical disciplines, can not continue in next course from the clinical training, until they taken not successfully their exams from the preclinical disciplines.

23. Students left with more than two not passed successfully exams during the current academic year, after payment in full size the normative determinate relevant tuition fee, overwrites the same course in the next academic year, by attending classes on the disciplines on which they have uncertified semester, as and the classes on these disciplines, for which they have not taken the exams.

23.1. Students from Medical College - Sofia, who have repetition of the year due to no taken exams, shall attend classes of the disciplines, by which they have not taken their exams.

23.2. Students from the Faculty of Public Health studying for "nurse" and "midwife", during the academic year of the overwriting the course, they fulfil and your obligations on clinical practice.

23.3. Students from Medical College-Sofia and the branch in Vratsa, during the academic year of the overwriting the course, they fulfil and your obligations on academic practice.

24. Pregnant students and mothers of children of up to six years of age, can to interrupt your training for up to two years for each child. They are entitled to a lighter regime of studies until their child become six years.

24.1. For Medical College-Sofia, pregnant students and mothers with children of up to six years of age are entitled to miss up to one third of the lectures after submitting an application to the Director, with attached relevant documentation.

24.2. Each academic unit of the MU-Sofia, in accordance with the specifics of the training, can decide what kind of lighter training regime to have.

25. Students, who have interrupted the academic year due to medical, social or family grounds, and whose semesters and cycles for the academic year are certified, are entitled to sit for exams in line with the academic curriculum.

25.1. In case of serious and prolonged illness, the Rector of MU-Sofia or a person authorized by him, may allow interrupt for up to three academic years, without the right to sit for exams.

26. After completed academic year, interruption due to financial, social or family grounds, shall be allowed only once during the course of the training for period of no more than two consecutive academic years.

26.1. The enrolled in first-course students are not entitled for interruption due to financial, social or family grounds during the your first academic year.

27. Bulgarian students who have lost their student rights due to removal from MU-Sofia, within five years from the date of their removal, they can restore their rights of students or through successfully passed candidate student exams or through a pay of a fee sizeing to the fee for paid training of Bulgarian students, determined for the respective financial year.

27.1. After the expiration of a five-year period by the removal, restoration of student rights shall be made only through successfully passed candidate student exams.

28. Students, who are with restored student rights, shall fulfil all their obligations, in accordance with the current academic curriculum towards the moment of their restoration, on the disciplines, by which they have not passed successfully their exams.

29. The student standing of part-time students in the Faculty of Public Health shall be settled in line with the present Regulations.

30. In period up to one week after the end of the regular resit session in September and of the additional remedial sessions (if any), students must visit the Dean's Office of the respective faculty for clarification of their situation as a students.

30.1. On the students, who had not appeared in period up to one week, the settlement of the status becomes in accordance with the present Regulations, without being necessarily the presence of the student or notification at the student, who has not appeared in time indicated.

31. Student enrolment at the beginning of the academic year shall be done as follows:

31.1. Students who have passed all their exams shall enrol in the respective academic year within one week after the start of the academic year.

31.2. Students who have taken exams during the extended and additional sessions (if any) shall enrol in the respective academic year within one week after the end of the last session.

31.3. Students who have not respected the deadlines for enrolment, must repeated the course, in which they were during last academic year.

32. Full size of the normative determinate relevant tuition fee shall be paid by all students who are training at Medical University – Sofia. Full size of the normative determinate relevant tuition fee paid all students who repeat a semester or the academic year and these students that restore students' rights.

32.1. Full size of the normative determinate tuition fee is payable from all the students, transferred from higher medical schools from Bulgaria and from abroad.

32.2. The size of the normative determined tuition fee does not depend on the workload or number of the disciplines that are studied during the semester or during the school year.

32.3. Normative determinate tuition fee can not be changed, except by the legally determinate order.

32.4. The full size of the normative determinate tuition fee to each semester is payable within one month from the beginning of the semester. **The tuition fee is considered as paid only when** the fee is received to the bank account of the respective academic unit of MU-Sofia.

32.5. Students who have paid in full size the respective tuition fee shall be entitled to enrol in MU-Sofia only after the fee is received to the bank account of the respective academic unit of MU-Sofia.

32.6. The payment of tuition fee for the semester becomes wholly and at once. **Inadmissible is payment of the fee for the semester of parts.**

32.7. Students, who have not paid their respective tuition fee in full size or until the deadline specified in this Regulations, automatically drop out as students and are removed by the University by an order of the Rector or of a person authorized by him, as the ousted students lose their student rights.

32.8. For students of sixth course in "Medicine" for beginning of the summer semester is accepted the date of starting on the Probation Practice.

33. Transferred foreign students, who must train additionally on the disciplines which have not studied, except full size of the normatively determinate tuition fee, they must pay and an additional fee for training on the disciplines, on which they have to train additional.

33.1. The size of the additional payment for additionally training by one discipline is calculated, as the relevant fee for the semester is dividing by the number of the disciplines, which are taught during the semester, in which is studied the additional discipline.

33.2. When the additional training in a discipline covering more than one semester, the calculation of the additional size for payment becomes in the manner described in the previous item 33.1., as the calculation is done for each semester separately.

33.3. The Departments for students Affairs calculate the amount of the additional payment for each transferred foreign students and prepare a report to the Dean (Director), who issues an order to pay for the additional training.

33.4. Payment of the additional training becomes no later than one week after the deadline set for payment of the normative determined tuition fee. Students, who have not paid their additional training within the prescribed period, automatically drop out as students and are removed by the University.

34. The Rector of MU-Sofia shall make the final decision on all matters related to student admission, withdrawal, dismissal or transfer (Article 32(1) (4) of the Higher Education Act).

34.1. The students statute shall be resolved based on an order by the Rector or of a person authorized by him, on the basis of a Report from the faculty Dean or the Director of the college or affiliate.

35. In case of any breach of the Rules of MU-Sofia and the moral and ethic norms of conduct, students will be sanctioned in line with the terms and conditions of the Rules of MU-Sofia and the Law on Higher Education, based on an order by the Rector of MU-Sofia or of a person authorized by him.

35.1. In case of cheating with aids, students students are removed by the MU-Sofia for one academic year.

35.2. If the students do not pay their rent in the Student Dormitories and in case of property damages caused to the academic facilities, students will not be registered for the respective semester until the required payment is made, but no later than seven working dates from the beginning of the semester.

35.3. Students who do not pay the sizes due within the period under the previous point 35.2 are removed by the MU-Sofia for one academic year.

36. The students of MU-Sofia, who are removed in according with the provisions of Article 67 and according to the terms of Article 74(2) of the Law of Higher Education, lose their student rights and these rights are unrecoverable for period of five years.

IX. TERMS AND CONDITIONS FOR STUDENT ADMISSION AND TRANSFER

1. Admission of Bulgarian citizens for students in MU-Sofia

1.1. Admission of Bulgarian citizens for students in MU-Sofia shall take place in line with Article 19(1) (2) of the Rules of Organisation and Operation of Medical University - Sofia, Article 3(1) of the Regulation on the state requirements for student admission in higher education institutions in the Republic of Bulgaria and Article 21(1)(3) and Article 68(1), (2), (3), (4), (5) and (6) of the Higher Education Act (HEA).

1.2. Applicants for students in MU-Sofia shall purchase the necessary set of application documents from the academic department of MU-Sofia, located on the following address: 15 Acad. Iv. Geshov Str., 12th floor, "Academic Department".

1.3. Bulgarian citizens may only be instructed in Bulgarian.

2. Admission of foreign citizens of third countries (countries outside the EU and EEA)

2.1. Foreign citizens of third countries shall be admitted for students in MU-Sofia in line with the provisions of Section IV. Admission of foreign students in higher education institutions in the Republic of Bulgaria from the Regulation on the state requirements for student admission in higher education institutions in the Republic of Bulgaria.

2.2. Foreign citizens of third countries applying for students in MU-Sofia shall submit all documents mentioned on the website of MU-Sofia in Bulgarian at the following address <http://www.mu-sofia.bg/node/239> and in English at: <http://www.mu-sofia.bg/en/node/384>.

2.3. Foreign citizens of third countries may be instructed either in Bulgarian or in English. Application documents for MU-Sofia from applicants that are citizens of third countries for academic year 2015/2016 are accepted from 20 July to 1 October 2015.

3. Admission of foreign citizens of members states of the EU and EEA

3.1. Foreign citizens of member states of the EU and EEA shall be admitted based on the terms and conditions valid for Bulgarian citizens under Article 68(7) of HEA by passing admission exams in biology and chemistry and subsequent ranking based on their results. In this case they may only be instructed in Bulgarian language after being admitted for full-time study (state fellowship) or paid studies for Bulgarian citizens.

3.2. Foreign citizens of EU member states and EEA may also be admitted in MU-Sofia for studies with instruction in Bulgarian or in English as fellowship students of a foreign company, organisation, agency, etc. For this purpose, a contract shall be signed two original copies in Bulgarian and two original copies in English between the party offering the fellowship and MU-Sofia for provision of education to a foreign citizen, nominated for a fellowship student of the party proposing this student. A copy of the document for registration of the foreign company, organisation, agency, etc., offering for education their fellow student shall be attached to the contract. Foreign citizens of EU member states and EEA admitted based on these terms may be instructed in Bulgarian and in English.

3.3. In addition to this contract, the foreign applicant to MU-Sofia from an EU member states or EEA shall also submit all documents mentioned on the website of MU-Sofia in Bulgarian at the following address <http://www.mu-sofia.bg/node/239> and in English at: <http://www.mu-sofia.bg/en/node/384>. These applicants shall submit their application documents for MU-Sofia for academic year 2015/2016 between 17 August and 1 October 2015.

3.4. Foreign citizens of EU member states and EEA admitted as fellowship students under the preceding paragraph 3.2 may be instructed in Bulgarian or in English.

4. Transfer of Bulgarian students in MU-Sofia from another medical university in the Republic of Bulgaria

4.1. Students who have successfully passed the admission exams in a different medical university in the country and who have qualified for full-time studies (state fellowship) after their first year can apply for

transfer to MU-Sofia, if they have successfully completed the academic year, in which they apply for transfer to MU-Sofia, by submitting an application form for transfer, an official transcript and a copy of diploma for high academic education to the Rector of MU-Sofia or to authorized by him person after 17.08.2015, for the academic year 2015/2016.

4.2. The official transcript of transferring students shall be sent to the Dean of the respective faculty for opinion and determination of the year of study. Based on the Dean's opinion, the Rector of MU-Sofia or authorized by him person shall make a resolution for issuing an order for enrolment in the year of study determined by the Dean, provided that the transferring student presents an order for withdrawal from the university he/she transfers from within two weeks of the Rector's resolution or of the authorized by him person.

4.3. Transferring students who have not presented an order for withdrawal within this period will not be issued an order for enrolment to MU-Sofia.

4.4. Students who have successfully passed the admission exams in a different medical university in the country and who have qualified for paid studies for Bulgarian citizens can apply for transfer to MU-Sofia from a different medical university in the country, if they have successfully completed the academic year, by submitting an application form for transfer, an official transcript and a copy of diploma for high academic education to the Rector of MU-Sofia or authorized by him person after 17.08.2015.

4.5. The official transcript of transferring students shall be sent to the Dean of the respective faculty for opinion and determination of the year of study. Based on the Dean's opinion, the Rector of MU-Sofia or the authorized by him person shall make a resolution for issuing an order for enrolment in the year of study determined by the Dean.

4.6. Transferring students meeting the conditions stated in paragraph 4.5 above, who apply for transfer to MU-Sofia from their first year, shall also present a document certifying they have passed an admission exam, with the grades obtained for admission in paid form of studies for Bulgarian citizens. They will be admitted in MU-Sofia if there are vacant places in the paid form of study for Bulgarian citizens.

5. Transfer of Bulgarian citizens from foreign medical universities to MU-Sofia

5.1. Bulgarian citizens who have successfully passed the admission exam in Medical University - Sofia in the year, in which they are willing to transfer to MU-Sofia, may apply for transfer from foreign medical universities to MU-Sofia.

5.2. Depending on the result from the admission exams, they may be admitted for full-time studies (state fellowship) or paid form of study for Bulgarian citizens.

5.3. Upon admission to MU-Sofia, they shall submit an official transcript from the foreign medical university they are willing to transfer from. The official transcript shall be sent to the respective Dean or Director for opinion and determination of the year of study and eventual exams, classes or practices the transferring student needs to take, under the conditions defined by the respective faculty, branch or college.

5.4. In the event of proven false data, forged documents or documents with incorrect content, the student will be dismissed from MU-Sofia on the ground of Article 74(2) of the HEA.

6. Transfer of students from one degree programme to another within MU-Sofia

6.1. Transfer of students from one degree programme to another within MU-Sofia shall be allowed by exception only after a successfully completed academic year.

6.2. Students willing to transfer from one degree programme to another after 17 August 2015 shall submit an application to the Rector or authorized by him person, after obtaining preliminary consent from the Deans of the respective faculties.

6.3. If the transfer is allowed, the Dean of the accepting faculty shall determine the year of study based on the academic curriculum. The Rector of MU-Sofia or authorized by him person shall issue an order for enrolment of the student in the degree programme, to which he/she is willing to transfer.

6.4. After the transfer, the student will retain their student standing in full-time study (state fellowship) or a student admitted in paid form of study for Bulgarian citizens.

7. Students who have graduated in Dental Medicine, who have enrolled for acquiring a second Master's degree in the Faculty of Medicine, shall pay a tuition fee sizeing to the fee defined for Bulgarian citizens

admitted in paid form of study. The period of their studies for acquiring a second Master's degree in medicine shall be no less than six years.

8. Students who have graduated in Medicine, who have enrolled for acquiring a second Master's degree in the Faculty of Dental Medicine, shall pay a tuition fee sizeing to the fee defined for Bulgarian citizens admitted in paid form of study. The period of their studies for acquiring a second Master's degree in dental medicine shall be no less than six years.

9. Students who have graduated in Pharmaceuticals, who have enrolled for acquiring a second Master's degree in the Faculty of Medicine or the Faculty of Dental Medicine, shall pay a tuition fee sizeing to the fee defined for Bulgarian citizens admitted in paid form of study. The period of their studies for acquiring a second Master's degree shall be no less than six years.

10. Transfer of foreign students in MU-Sofia from another medical university (MU) in the Republic of Bulgaria

10.1. Foreign students from third countries (which are not members of the EU and EEA), who are willing to transfer to MU-Sofia from another MU in Bulgaria after they have successfully completed the academic year, shall submit an application form, an official transcript, copy of their identity card or passport (or identity cards or passports, if they have double citizenship) and permanent residence document for the Republic of Bulgaria to the Rector of MU-Sofia or authorized by him person.

10.2. The official transcript shall be sent to the respective dean for opinion and determination of the year of study. Based on the Dean's opinion, the Rector of MU-Sofia or authorized by him person shall make a resolution for issuing an order for enrolment of the foreign student in the year of study determined by the Dean.

10.3. Foreign students that are citizens of EU or EEA member states, who are willing to transfer to MU-Sofia from another MU in Bulgaria after they have successfully completed the academic year, shall submit an application form, an official transcript, copy of their identity card or passport (or identity cards or passports, if they have double citizenship) to the Rector of MU-Sofia or authorized by him person.

10.4. Foreign students that are citizens of EU member states or EEA may be transferred to MU-Sofia from a different MU in Bulgaria after being admitted in MU-Sofia according to the terms of Article 68(7) of the Higher Education Act, i.e. according to the terms for admission of Bulgarian citizens.

10.5. Foreign students that are citizens of EU member states or EEA may also be admitted to MU-Sofia by signing a contract, twooriginal copies in Bulgarian and two original copies in English between the foreign company, agency or other organisation proposing the fellowship student as the first party and MU-Sofia as the second party, for provision of education to a foreign citizen nominated for a fellow student of the company, agency or other organisation proposing this student. A copy of the document for registration of the company, organisation, agency, etc., offering for education their fellow student shall be attached to the contract.

11. Transfer of foreign students to MU-Sofia from foreign medical universities

11.1. Foreign students from third countries (non-members of the EU and EEA), who are willing to transfer to MU-Sofia from a foreign medical university shall submit all documents mentioned on the website of MU-Sofia in Bulgarian at the following address <http://www.mu-sofia.bg/node/239> and in English at: <http://www.mu-sofia.bg/en/node/384>.

11.2. Foreign students that are citizens of EU member states or EEA may transfer to MU-Sofia after being admitted for students according to the terms of Article 68(7) of the Higher Education Act, i.e. according to the terms for admission of Bulgarian citizens. Foreign students that are citizens of EU and EEA member states transferred under these terms may only be instructed in Bulgarian.

11.3. Foreign students that are citizens of EU member states or EEA may transfer to MU-Sofia after being admitted to MU-Sofia by signing a contract, two original copies in Bulgarian and two original copies in English between the foreign company, agency or other organisation proposing the fellowship student as the first party and MU-Sofia as the second party, for provision of education to a foreign citizen nominated for a fellow student of the company, agency or other organisation proposing this student. A copy of the document for registration of the company, organisation, agency, etc., offering for education

their fellow student shall be attached to the contract. Foreign students from EU member states and EEA transferred under these terms may be instructed both in Bulgarian and in English.

12. Transfer of foreign students from one degree programme to another within MU-Sofia

12.1. Transfer of foreign students from one degree programme to another within MU-Sofia shall be allowed by exception only after a successfully completed academic year.

12.2. Transfer of foreign students from one degree programme to another within MU-Sofia shall be allowed by the Rector of MU-Sofia or the authorized by him person in coordination between the respective units of MU-Sofia.

12.3. If the transfer is allowed, the Dean (Director) of the accepting academic structure shall determine the year of study based on the academic curriculum. The Rector of MU-Sofia or the authorized by him person shall issue an order for enrolment of the foreign student in the degree programme, to which he/she is willing to transfer.

13. Additional conditions for the transferred foreign students

13.1. Transferred foreign students pay the full size of statutory tuition fees for foreign citizens for the years of training of Bulgarian or English. If the transferred foreign student has not taken examinations shall pay an additional fee beyond the legally determinate tuition fee in the size of 120 BGN for each not taken examination.

13.2. If the transferred foreign student has not studied disciplines or subjects studied with unrecognized workload unless legally determinate tuition fee he/she pays an additional fee in the size of the corresponding rate for the discipline of enacted tuition fee.

14. Foreign students that have voluntarily withdrawn from MU-Sofia and who have continued their studies in another medical university in Bulgaria may enrol in MU-Sofia again in the same degree programme they have withdrawn from, if their semester has been validated and after payment of the statutory tuition fee.

14.1. In these cases, after payment of the statutory fee, foreign students may be given the opportunity to sit for the exams during the supplementary session in September and after payment during the additional sessions (if any) allowed by order of the Rector of Mu-Sofia or authorized by him person. Their student standing will be determined based on the exams taken and recognised, no later than 1 month after the start of the semester.

14.2. If the student fails to present themselves, settle their financial matters or a similar case after an issued order for enrolment, the respective Dean shall propose to the Rector of MU-Sofia to resolve the student standing in line with the provisions of these Rules, on the ground of Article 44(1)(9) of the Rules of Organisation and Operation of MU-Sofia and Article 32(1)(4) of the Higher Education Act.

14.3. In case of dismissal of students who have not attended any lectures, 80% of the semester tuition fee paid shall be reimbursed. 20% of the tuition fee paid will be kept for documentation processing.

15. Admission of persons with double citizenship one of which is Bulgarian and the second is in a country that is not member of the EU (third country).

15.1. Persons with double citizenship, one of which is in Bulgaria and the other is in a country that is not member of the EU (third country) and who have graduated from high academic in the Republic of Bulgaria, irrespective of their other citizenship, shall be enrolled based on the terms and conditions valid for Bulgarian citizens.

15.2. Persons with double citizenship, one of which is in Bulgaria and who have graduated from high academic in a foreign academic of a third country shall be admitted based on the terms and conditions for third country citizens and shall pay 50% of the fee defined for foreign citizens.

15.3. Persons with double citizenship, one of which is in Bulgaria and the other is in a country that is not member of the EU (third country) and who enrol for a preparatory academic year in Bulgarian or English in CFLPES at MU-Sofia shall pay the full tuition fee for their foreign language studies irrespective of their double citizenship.

16. In case of transfer from another foreign medical university and in case of a change in the degree programme, students may be enrolled in an upper year of study, if they have successfully passed the exams for two thirds of the disciplines studied according to the academic curriculum. The studies shall be

based on an individual academic curriculum approved by the Dean, in accordance with the unified state requirements.

17. Transferred students shall take equivalency exams during the sessions in line with the academic curriculum after meeting all requirements and receiving an official validation.

18. Disciplines from the presented official transcript shall be recognised if the number of classes corresponds to the unified state requirements for the respective degree programme.

X. PRACTICAL TRAININGS

1. Practical trainings in medicine, dental medicine and pharmaceuticals shall take place in line with the academic curricula.

1.1. Clinical practical trainings for students from the Faculty of Public Health studying for "Nurse", "Obstetrician" and "Kinesitherapy" shall take place in line with the academic curricula.

2. Students in "Medicine" shall have summer practical training after the second, fourth and sixth semester for fifteen calendar days, in line with the approved "Programme for summer practical trainings".

3. Students in "Dental Medicine" shall have two pre-clinical practical trainings, each of 30 calendar days, after the second and the fourth semester plus two clinical practical trainings, each of 30 calendar days, after the sixth and the eighth semester.

4. Students in "Pharmaceutics" shall have summer practical training in pharmaceutical botany - 6 days after the fourth semester and one in pharmacognosy - 6 days after the sixth semester.

4.1. Practical trainings are mandatory for all students.

4.2. Summer practical training is recognised for Bulgarian students after the second semester for graduates of a medical college and for students holding a document certifying that they work as a medical orderly, nurse, clinical laboratory assistant or assistant pharmacist. The same applies to foreign students in line with decision of the Academic Council of MU-Sofia dated 05.06.1996.

5. Foreign students shall have their summer practical training only in the country they are studying in.

5.1. Foreign students in "Dental Medicine" may also have their summer pre-clinical practical trainings in another country that is a member state of the EU or EEA.

6. Students' practical trainings for the different degree programmes in the Medical College take place on specific days every week, from the first through the fifth semester, based on an approved programme for their practical training.

7. The branch "Prof. Dr. Ivan Mitev" - Vratsa holds its practical training in modules.

XI. STUDENTS' PRE-GRADUATE INTERNSHIP AND STATE EXAMS.

1. Students' pre-graduate internship aims to provide them with high-level professional training in the field of their degree programme, to refine the practical knowledge and skills they have acquired throughout their studies for the purpose of developing practical and theoretical training for independent resolution of organisational, preventive, diagnostic and other professional tasks.

2. The deputy deans for academic affairs control the entire work related to the organisation and implementation of pre-graduate internships for the different disciplines and facilities.

2.1. The professional and training activities for students are managed by habilitated persons appointed with an order of the respective head, after coordination with the deputy dean for academic affairs of the faculty.

2.2. By exception, the professional specialisation of students may be also managed by tutors holding a "Ph.D" degree or by tutors with a "doctor" degree with long-term experience.

3. Students' rights and obligations regarding pre-graduate internship

3.1. The management of the respective unit during the pre-graduate internship shall provide students with suitable conditions for working and taking breaks, as well as with personal protective equipment and other equipment related to occupational safety.

3.2. Students are obliged to observe the academic plan-programme and the Regulation for the internal rules of internship facilities and the Higher Education Act (HEA).

3.3. Students are obliged to observe the working hours of the respective facility where they have been assigned, they shall work off the mandatory requirements as foreseen in the academic curricula, they shall fulfil all orders from their managers, they shall implement the programme reflected in the "Intern's Book", which they shall present before sitting for a state exam.

3.4. Any student who has failed to implement the academic plan and the programme for the pre-graduate internship will not be allowed to sit for a state exam. This student shall suspend their studies or will be dismissed from MU-Sofia.

3.5. With a decision by the deputy deans for academic affairs, by exception, students may be allowed to sit for a state exam, on the ground of sick leave, pregnancy or maternity leave, with the obligation to work off the days they have missed.

4. Based on decision of the Academic Council, dated 30.03.1992, due to the lack of regulation on the status of interns, the latter shall be considered students in their fourth year (or, respectively, in their fifth year) and they shall receive scholarships based on the general terms, according to their grades from the previous year.

4.1. Interns who have interrupted their pre-graduate internship for some reason shall not be entitled to scholarship during the period of the interruption.

4.2. After enrolment, based on a decision by the Dean's Council, scholarship is only granted to interns who have interrupted their internship due to a sick leave, pregnancy or maternity leave or on serious family grounds acknowledged as such by the Dean based on an application with justification submitted to the dean by the intern.

5. Foreign students are not allowed to have their pre-graduate internship abroad.

6. Pre-graduate internship of students in "Medicine" degree programme

6.1. Students in Medicine shall start their pre-graduate internship after they have successfully passed their exams for the semester.

6.2. Students in Medicine shall start their pre-graduate internship in March 2016. The total duration shall be 240 calendar days. The time set for students' practical training is 190 days and shall be distributed as follows between the main disciplines:

6.2.1. Internal diseases - 30 calendar days;

6.2.2. Surgery - 30 calendar days;

6.2.3. Obstetrics and gynaecology - 30 calendar days;

6.2.4. Paediatrics - 30 calendar days;

6.2.5. Hygiene, infectious diseases, epidemiology and social medicine - 35 calendar days;

6.2.6. General medicine - 15 calendar days;

6.2.7. Emergency medicine - 20 calendar days;

6.2.8. A total number of 50 calendar days are assigned for theoretical training and having the state exams.

6.2.9. Students instructed in English, who need additional pre-graduate internship in disciplines they have selected, will be trained outside the pre-graduate internship based on the academic curriculum. This training shall be charged in addition to them.

6.3. Pre-graduate internship of students in "Medicine" shall take place in the treatment and diagnostic and prevention facilities of MU-Sofia or in hospitals approved by the faculty management.

6.4. The distribution of intern groups in the respective disciplines shall be done by the dean's office.

6.4.1. The distribution by facilities shall be done by the persons in charge of academic affairs in the respective departments, who shall also perform the final verification of the internship in the "Book of pre-graduate internship", based on a schedule for the respective disciplines drafted by the dean's office in advance.

6.4.2 Students shall sit for a state exam with their student's book and the "Book of pre-graduate internship".

6.4.3. No individual pre-graduate internship or simultaneous pre-graduate internship in two disciplines shall be allowed.

6.4.4. After completion of the entire pre-graduate internship, a supplementary session shall be scheduled in line with the academic curriculum. Students are allowed to attend the supplementary session regardless of the number of failed examinations.

7. Pre-graduate internship of students in "Dental Medicine" degree programme

7.1. Internship is integrated with in-class activities for the departments of Prosthetic Dentistry, General Maxillofacial Surgery, Conservative Dentistry, Paediatric Dental Medicine, Orthodontics, Parodontology and Oral Diagnostics and Imaging and is 1 hour per day.

7.2. The total number of hours is 1 014 hours, 14 hours of which are lectures and 1 000 hours of which are practical training.

7.3. Students' practical training is conducted with two students per one working equipment.

7.4. Department tutors shall have a seminar with interns 1 hour per week.

7.5. In-class activity of department assistants shall be 1 hour per day for practical work (Including 1 hour per week for seminar).

7.6. The internship may not start if there are semester exams that have not been passed.

7.7. The total duration of pre-graduate internship shall be six months. Start – 14.09.2015.

7.8. State exams:

7.8.1. Regular session – 14.03.2016 – 22.04.2016

7.8.2. Supplementary session – 25.04.2016 – 03.06.2016

8. Pre-graduate internship of students in "Pharmaceutics" degree programme

8.1. The total duration of pre-graduate internship of students in "Pharmaceutics" shall be six months and shall take place in an open or hospital pharmacy, approved by an order by the Dean.

8.2. Students that are citizens of member states of the European Union may have their internship in the country they come from subject to approval of the study facilities in the respective country.

8.3. Students, who have not completed their semesters for graduation, shall not be entitled to start their pre-graduate internship.

8.4. The statutory tuition fee shall be paid before the start of the pre-graduate internship.

8.5. Students who have not paid the statutory fee shall not be allowed to do the internship.

8.6. The distribution of students by facilities shall be performed by the person in charge of the internship in the Faculty of Pharmaceutics.

8.7. Upon completion of the internship, students shall attend colloquiums in pharmaceutical chemistry and analysis, pharmacognosy, pharmacology and toxicology, technology of medicinal products and biopharmaceutics and pharmaceutical legislation.

8.8. If they are willing to do so, students may defend a thesis if their grade point average from the academic disciplines included in the state exam is no less than Good (4.00) and no less than Very Good (5.00) in the discipline, on which they will develop their thesis.

8.9. State exams:

8.9.1. Regular session 05.10.2015 – 13.11.2015

8.9.2. Supplementary session 23.11.2015 – 11.12.2015

8.9.3. By approved additional session state exams and thesis defense is held two weeks after the end of the supplementary or the additional examination session.

9. Pre-graduate internship for students from the Faculty of Public Health

9.1 Students studying "Healthcare Management" for a Bachelor's degree, part-time study, in the Faculty of Public Health (FPH), shall enrol in an internship from 15.02.2016 to 27.05.2016.

9.2 Students studying "Healthcare Management" for a Bachelor's degree, full-time study, in the Faculty of Public Health, shall enrol in an internship from 14.09.2015 to 18.12.2015.

9.3. Students studying for a "Nurse" and "Obstetrician" for a Bachelor's degree, full-time study, in the Faculty of Public Health, shall enrol in an internship from 15. 09. 2015 to 27.05. 2016.

9.3.1. The total duration of the internship is 1600 astronomical hours (2133 academic classes).

9.4. State exams for Bachelor degree full-time students studying for a "Nurse", "Obstetrician" or enrolled in the "Healthcare Management" and "Public Health and Health Management" degree programmes, full-time and part-time study:

- 9.4.1. Regular examination session** 30.05.2016 – 01.07.2016
- 9.4.2. September Supplementary examination session** 05.09.2016 – 09.09.2016
- 9.5. State exams for full-time students** studying "Healthcare Management" for a Bachelor's degree:
- 9.5.1. Regular examination session** 04.01.2016 – 05.02.2016
- 9.5.2. September Supplementary examination session** 08.02.2016 – 12.02.2016
- 9.5.3. Students, who have completed their semesters for graduation**, of specialty "Public Health and Health Management", full-time and part-time, are entitled to a supplementary examination within the VIII semester, before the state exams.
- 9.6. For the degree programmes** in "Public Health and Health Management", "Healthcare Management", "Strategic Management of Pharmaceutical Operations" and "Occupational Medicine and Working Capacity", for Master degree after a Bachelor's degree and for Master's degree:
- 9.6.1. Submission of applications for development of theses** - from 15.02.2016 to 19.02.2016.
- 9.6.2. Submission of completed theses** by 20 May 2016 for the examination session in June
- 9.6.3. Defence of theses** from 20.06.2016 to 24.06.2016.
- 9.6.4. Submission of applications for development of theses** - from 20.06.2016 to 24.06.2016.
- 9.6.5. Submission of completed theses** from 05.09.2016 to 09.09.2016 for the examination session in September
- 9.6.6. Defence of theses** from 26.09.2016 to 30.09.2016.
- 9.6.7. Submission of applications for development of theses** - from 26.09.2016 to 30.09.2016.
- 9.6.8. Submission of completed theses** by 16 December 2016 for the examination session in January.
- 9.6.9. Defence of theses** – February 2017
- 10. Pre-graduate internship in the branch "Prof. Dr. Ivan Mitev" – Vratsa of MU-Sofia**
- 10.1. The purpose of the pre-graduate internship** is to provide students with high level professional practice in the studied degree, to improve the practical knowledge and skills they have gained in the course of their studies, to develop a working discipline in them, to prepare students for decision-making in the implementation of their professional obligations.
- 10.2. The deputy director in practical training** shall control the overall organisation and implementation of the pre-graduate internship. The professional academic activity of the students shall be managed by assistant professors and practical training tutors, appointed by an order of the Director of the branch. Supervisors from the academic practice facilities shall also participate in the training, who shall be defined by the senior nurse/obstetrician with a Bachelor's degree.
- 10.3. The pre-graduate internship of students** takes place in academic facilities based on a signed contract for training.
- 10.4. The internship may not start** if there are semester exams that have not been passed.
- 10.5. The distribution of the internship groups** from the respective degree programmes shall be done based on the academic curriculum by an order of the branch Director and the distribution by facilities shall be done by the managers in academic practical affairs (assistant professors and practical training tutors) in the respective department, after a preliminary schedule has been drafted in three copies.
- 10.6. No pre-graduate internships abroad** shall be allowed for foreign students.
- 10.7. The total duration of the pre-graduate internship** of students studying for "Nurse" and "Obstetrician" shall be 1600 astronomical hours (2133 academic classes) and is conducted from 14.09.2015 to 27.05.2016.
- 10.8. Students' rights and obligations regarding pre-graduate internship:**
- 10.8.1. During the pre-graduate internship**, students are provided with working conditions, breaks, personal and group protective equipment, provided by the management of the respective unit, based on the occupational safety requirements.
- 10.8.2. Students shall observe the HEA**, the academic plan and the Regulation for the internal rules of internship facilities.
- 10.8.3. Students shall observe** the working hours of the respective facility, where they have been assigned, they shall work off the mandatory requirements as foreseen in the academic curricula, they shall

fulfil all orders from their managers, they shall keep an "Intern's diary", which they shall present before sitting for the respective exam or state exam.

10.8.4. Any student who has failed to implement the academic plan and the course paper assigned for the pre-graduate internship will not be allowed to sit for a state exam. This student shall suspend their studies with an Order by the Rector or by authorized by him person, pursuant to a proposal by the branch Director. Exceptions shall be only allowed in case of a sick leave, pregnancy or maternity leave with the permission of the Director and with the obligation to work off the days they have missed.

10.9. Control and evaluation of the pre-graduate internship.

10.9.1. Upon completion of the pre-graduate internship in a given ward, an ongoing exam shall be carried out by a committee composed of: director, deputy director in practical training, an assistant professor and a trainer.

10.9.2. The ongoing exam shall include practical work, case studies with theoretical justification and drafting a report on topics defined in advance in the academic curriculum.

10.9.3. In case of a poor grade on the ongoing exam from the pre-graduate internship, students shall be entitled to hold the exam one more time until the end of the semester. In case of a second poor grade, the student shall repeat the internship in the respective ward after the end of the semester.

10.9.4. In case of poor grades in more than two wards, at the end of the semester the student shall retake the internship and retake the entire pre-graduate internship.

10.9.5. Retaking the pre-graduate internship based on poor grades may be only organised within the academic semesters by an order of the Director.

10.10. Students who have not validated their pre-graduate internship due to medical or family grounds, pregnancy or maternity, shall be entitled to complete the necessary number of classes under the academic curriculum, during the next year, however no later than 3 years after the validation of their semester.

10.11. Within the pre-graduate internship for each semester, the intern shall develop a course paper on the topics defined in the academic plan. The manager in academic and practical affairs shall check and evaluate the course paper and shall draft a report to the committee responsible for the credit system in the branch "Prof. Dr. Ivan Mitev" in Vratsa. Based on this report, a certificate reflecting the credit assessment shall be issued.

11. Pre-graduate internship for students from Medical College "Yordanka Filaretova" – Sofia.

11.1. The total duration of the pre-graduate internship for students from all academic programmes in Medical College "Y. Filaretova" - Sofia shall be 800 academic classes, distributed in 15 academic weeks of the sixth semester.

11.2 In case of recovering student standing that have been lost due to untaken state exams, students from the Medical College (MC) shall retake the entire pre-graduate internship.

12. The practical training (PT) and pre-graduate internship for students from Medical College "Yordanka Filaretova" – Sofia shall take place in academic facilities after a signed contract for training with General Hospitals for Active Treatment (GHAT) and other specialised establishments.

13. The clinical practice and pre-graduate internship of students from the Faculty of Public Health (FPH) studying for a "nurse" and "obstetrician" shall be carried out in clinical facilities after signing a contract for training with accredited hospitals.

14. The state examination committees shall be appointed pursuant to a proposal by the faculty Dean (the college or branch Director) and shall be approved by an order of the Rector.

15. Students who have not validated their pre-graduate internship, due to medical or family grounds, as well as mothers and pregnant women, shall be entitled to complete the necessary academic curricula in the course of the next academic year, however no later than 3 years after the validation of their semester.

16. Sixth-year students in "Medicine" shall be entitled to an additional session for their state exam by the end of November.

17. Students, who have exams they have not taken after the last state exam supplementary session, shall be put on probation on the ground of exams not taken and are entitled to sit for the exams in the

course of the sessions in the next year following their probation in the respective internship, but no more than 3 times and no later than one year after that.

18. Pregnant students, mothers of children aged up to 6, students with serious medical conditions or those with family grounds, may submit an application for postponing the state exams they need to take in the course of the sessions of the next years after the postponement, however, no later than 3 years after that. If the respective state exams are not taken within the three-year period, they shall lose their student standing.

XII. STATUS OF THE DEPUTY DEANS FOR ACADEMIC AFFAIRS. STUDENTS' OFFICE

1. Organising, carrying out and controlling the academic affairs

1.1. The deputy deans for academic affairs (AA) shall organise, manage and control all operations and the working disciplines of all employees from the academic sector and the students' offices in fulfilment of their professional duties.

1.2. The deputy deans for academic affairs shall interact with the departments in relation to the organisation and the course of the academic year, the examination sessions, etc.

1.3. The deputy deans for academic affairs shall ensure the organisation of the academic process.

1.4. The deputy deans for academic affairs shall manage the expert committee on academic affairs.

1.5. The deputy deans for academic affairs shall communicate with the Dean and all heads of departments, the management of university hospitals, course leaders, the "Academic" department of the Rector's Office and the bodies of the Student Council.

1.6. The deputy deans for academic affairs shall control the organisation and performance of ongoing academic events with students and within the post-graduate studies.

1.7. The deputy deans for academic affairs shall organise promotional events.

1.8. The deputy deans for academic affairs shall participate in the drafting of Ordinances, Regulations, etc. of MU-Sofia.

1.9. The deputy deans for academic affairs shall also control the semester and state examinations in line with the requirements of the Rules of Organisation and Operation of Medical University - Sofia and the Rules for Preparation and Holding the Academic Year.

2. Administrative services to students

2.1. Enrolment of newly admitted and current students in the respective years of study.

2.2. Daily review and resolution on the students' applications submitted to the dean's office.

2.3. Validation of semesters and overall validation of the academic year in the main book and the students' books based on the established terms.

2.4. Drafting a report to the Dean's Council on resolving student standing and other issues related to the academic affairs.

2.5. Issuing certificates, references and protocols from exams.

2.6. Issuing official transcripts, diplomas and European Diploma Supplements.

2.7. Each student is entitled to one official transcript free of charge within one academic year. For each subsequent official transcript, the student shall pay the fee for this administrative service, as determined in the respective unit.

XIII. STATUS OF COURSE LEADERS

1. Course leaders shall be the persons directly in charge of the overall activity of the students in the respective year of study.

1.1. Course leaders shall decide independently or put for resolution to the Dean matters related to the grades, discipline and normal course of the academic process among the students in the respective year of study. They shall be governed by the HEA and the present Rules in their everyday activities.

2. Course leaders shall be appointed by the Faculty Dean (the college or branch Director) or pursuant to a proposal of the Deputy Dean for Academic Affairs for one academic year. They shall be released according to the terms of their appointment.

3. Rights and obligations of the course leaders:

3.1. Course leaders, in cooperation with the Student Council, shall define students in charge of the groups.

3.1.1. For the Faculty of Medicine, they shall appoint one person in charge for 4 students' groups.

3.2. Course leaders shall maintain constant contact with the heads of departments tutoring the students from the respective year of study.

3.3. Course leaders shall maintain contact with the bodies of the Student Council through the students' representatives therein from the respective year of study or another year of study and through the persons in charge of the groups.

3.4. Course leaders shall represent the students' interest before upper administrative bodies.

3.5. Course leaders shall propose to the Deputy Dean measures related to the necessary conditions for the normal academic process.

3.6. Course leaders shall control the development of the plan for ongoing control and shall monitor its implementation;

3.7. Course leaders shall inform the students from the respective year of study about all instructions by the Dean's Office and the Rector's Office or any changes in the academic schedule in due time;

XIV. STATUS OF THE HEAD OF DEGREE PROGRAMME IN THE MEDICAL COLLEGE

1. The heads of degree programmes shall coordinate the overall activity within the degree programme and shall be in charge of fulfilling the tasks related to the organisation and holding of the academic process within the degree programme. They shall organise and control the practical training and pre-graduate internship in clinical and other facilities. They shall be appointed by the Director for a period of one year.

XV. STATUS OF STUDENT - DEMONSTRATORS

1. Student - demonstrators actively support the assistant professors in the practical exercises in anatomy, pathological anatomy and other disciplines, by demonstrating specific processes and manipulations necessary for acquiring practical skills and knowledge.

2. Those selected for student demonstrators are students who have manifested significant interest in the discipline and who have acquired excellent theoretical knowledge and practical skills, which is confirmed by an excellent grade on the exams and who have submitted an application to the head of department by 1 October.

2.1. Applications are considered during the first department council and newly admitted demonstrators are required to receive attestation from their assistant professors.

3. Demonstrators shall be re-appointed each year after their assistant professor has given an evaluation of their work during the department council.

4. The minimum number of hours worked for the month shall be determined by the respective department, based on the number of classes.

5. Payment for the work, which shall not exceed 6 hours per week, shall be made in line with the statutory documents.

5.1. Additional hours worked above the defined maximum shall not be paid.

6. Student - demonstrators shall attend the academic classes based on the curriculum for the respective year of study and they can participate in up to 2 exercises per academic discipline per semester, after presenting a certificate from the dean's office, validated by the head of the respective department.

XVI. WORKLOAD NORMS FOR LECTURERS IN MU-SOFIA FOR ONE ACADEMIC YEAR

1. In-class activity of lecturers in MU-Sofia shall include lectures, exercises and student examinations, classes with internship groups, elective classes (modules), supervising graduate students and training of specialising students.

2. Extracurricular activities include consultations, supervising students' research workshops, development and supervision of a course paper and advising of PHD students.

3. The in-class activity of lecturers that are not habilitated shall be:

- 3.1. For clinical and clinical-diagnostic department** 220 hours
- 3.2. For non-clinical department** 360 hours
- 3.3. For the Centre for Language Training, Physical Training and Sports (CLTPTS):**
- 3.3.1. In-class activity for foreign language instructors** 550 hours
- 3.3.2. In-class activity for sports instructors** 600 hours, which include:
- 3.3.2.1. up to 120 hours** for training and competition activities with the representing teams;
- 3.3.2.2. up to 60 hours** for out-of-class training in summer sports
- 3.3.2.3. 60 hours** for out-of-class training in winter sports
- 3.4. For academic staff** in practical training in Medical College 600 hours
- 3.5. For academic staff** in practical training in the FPH 600 hours
- 3.6. For the "Anatomy" department** (assuming 6-hour working day) 270 hours
- 3.7. For the department carrying out the internship** - three hours per day for each group of interns.
- 3.8. The minimum mandatory in-class activity** of lecturers that are not habilitated for the purpose of requesting new positions shall coincide with the activity mentioned in 3.1 to 3.5 inclusive.
- 4. The in-class activity of habilitated lecturers shall be:**
- 4.1. 50%** of the one of lecturers that are not habilitated.
- 4.2. The minimum mandatory in-class activity** of lectures for habilitated instructors for the purpose of requesting new habilitations shall be 45 hours.
- 4.3. No more than 80 hours per year** for supervising one PhD student, pursuant to a decision of the Faculty Council.
- 4.4. For activities** related to the studies of PhD students (having lectures, seminars, practical activities, etc.), hours shall be reported with a 30% increase.
- 5. The total academic workload** shall be assigned and reported based on the approved academic plans, the principles and criteria for determination of academic workload and the norms of academic workload that have been accepted by the Academic Council. At least 2/3 of the academic workload of each instructor shall come from in-class activities.
- 5.1. Heads of Departments** are required at the end of each semester (cycle) to submit to the Academic Affairs of the faculty name by name reference for the auditorium workload (lectures, seminars, exams) of the full-time and part-time lecturers.
- 5.2. Heads of Departments** are required within one month from the end of the academic year to submit aggregated name by name reference for their annual workload.
- 6. Hours above the norm and hours with additional remuneration** of instructors in MU-Sofia shall be only assigned if there is no possibility to complete the respective academic plans and programmes with specialist instructors from the respective department.
- 6.1. Additional remuneration** for hours above the norm shall be only performed after all instructors from the department, including those absent with the consent of the department council or due to specialisation abroad or in Bulgaria, have fulfilled their academic workload, defined for non-habilitated or, respectively, habilitated lecturers.
- 6.2. In case of exceeding** the mandatory average in-class activity mentioned in point 3 and 4, pursuant to a proposal by the department, the Faculty Council may select a part-time instructor for a period of 1 year. The in-class activity of part-time instructors may not exceed the average one for habilitated or non-habilitated instructors in the department.
- 6.3. Part-time instructors from** paediatric surgery clinics, clinics in toxicology, burns and plastic surgery of Pirogov, the National Cardiology Hospital (NCH) and the Specialised Hospital for Active Treatment of Children with oncohematological diseases (SHATCOD) shall receive remuneration for the classes assigned based on the academic plan.
- 7. Payment of remuneration for academic lecturing** from instructors in the clinical departments of the Faculty of Medicine (FM), based in hospitals that are joint-stock companies (EAD) and university hospitals, for which there are contracts signed for using them as training facilities of MU-Sofia, may be performed in line with the supplementary employment contracts signed for instruction and research and development activities on the ground of Article 73 of the Medical Establishments Act (MEA).

7.1. The management of the dean's office and the faculty of the FM, in coordination with the Rector's Office of MU-Sofia, shall determine the number of persons necessary for research and lecturing activities and shall also specify the number of hours by departments for the lecturing staff in line with the academic plan and programmes for the respective academic year.

7.2. Payment of remuneration for lecturing done by clinical research and lecturing staff (RLS) of the FM under a supplementary employment contract shall be done from the funds for working salaries based on the budget of MU-Sofia for the respective year.

8. In case of completion of the average in-class workload by the research and lecturing staff (RLS) of the department, indicated in point 3 and 4, additional remuneration shall be paid for the academic hours worked above the norm as follows:

8.1. for research and lecturing staff that is not habilitated – BGN 9 for each hour worked;

8.2. for research and lecturing staff that is habilitated – BGN 11 for each hour worked;

8.3. Full-time lecturers in practice at Branch "Prof. Dr. Ivan Mitev "- Vratsa - not less than BGN 5 for each hour worked.

8.4. Full-time lecturers have priority for taking the academic workload before inviting part-time lecturers.

8.5. The academic classes worked for tutoring English language to foreign students are entitled to additional remuneration (based on Decisions of the Academic Council of 16.03.2010, 30.11.2010 and 14.06.2011 and 26.05.2015) as follows:

8.5.1. BGN 30 per hour per exercise;

8.5.2. BGN 70 per hour per lecture by habilitated persons;

8.5.3. BGN 45 per hour per lecture by non-habilitated persons;

8.5.4. BGN 15 per hour per exercise in the disciplines "Bulgarian language" and "Students' sports";

8.5.5. BGN 15 per hour per exercise in the preparatory academic year in CFLPES;

8.5.6. BGN 50 per hour for theoretical pre-graduate study of trainee doctors.

9. For research and lecturing staff, excluding the one under point 7, the hours worked above the norm within the statutory working hours shall be paid as remuneration above the basic working salary within the funds available for working salaries, i.e. as an element of the gross working salary of the respective lecturer.

9.1. Full-time lecturers have priority for taking them before inviting part-time lecturers.

10. If the academic classes are worked outside the statutory working hours, the work done shall be paid as academic workload above the norm in line with Article 7, section II of the Labour Code.

10.1. Full-time lecturers have priority for taking them before inviting part-time lecturers.

11. In line with Article 4 of Decree of the Council of Ministers No 14/1998 and the Internal Rules on the Working Salary, the Management of MU-Sofia may define a higher average monthly gross salary per person from the staff for the structural units, funded by the budget of MU - Sofia. These shall be proven by a report (quarterly) for excessive income to the budget, provided that all obligations and supplies to creditors and external suppliers have been paid.

12. The management of dean's offices, pursuant to a decision by the Faculty Council, may introduce additional financial incentives for scientific accomplishments from the faculty's own funds.

12.1. The criteria for receiving these additional incentives for scientific accomplishments shall be developed and defined by the faculty councils and the remuneration shall be paid, after the end of the academic year, pursuant to a decision by the Faculty Dean.

13. By 15 October, each department shall submit a written analysis and proposals for the academic workload to the Dean.

13.1. Classes missed due to official holidays shall be recognised as fulfilment of the academic activity that is subject to remuneration.

14. The total academic workload shall be reduced for the duration of utilisation of the rights under Article 55(2) of the Higher Education Act permitted by the FC, for courses in foreign languages, specialisations abroad, writing textbooks, development of teaching tools and academic films, maternity leave or a sick leave for more than one month, when these coincide with the students' semester studies.

Excess hours worked to compensate for the absent part-time lecturer shall be remunerated on the expense of the absent part-time lecturer.

15. In-class and research work performed shall be registered by departments, sections and wards. The head of department, section or ward shall check the regularity of the in-class and academic activity reporting every month.

15.1. Heads of clinical departments are accountable to FS and are required to ensure even distribution of the workload between the teachers in the respective disciplines.

15.2. Heads of clinical departments are required to submit at the beginning of each cycle (including pre-graduate practice) thematic distribution of lectures and exercises for each training base in the Academic Department of the respective Faculty.

15.3. Academic workload from exams shall be reported at the end of each academic year. An official document for the individual activity performed is the annual report for academic work of the Head of the department, section or ward.

16. In-class activity from examinations shall be reported based on the following scheme:

16.1. Semester exams for the Faculty of Medicine, Faculty of Dental Medicine, Faculty of Pharmaceutics, Faculty of Public Health, Branch "Prof. Dr. Ivan Mitev "- Vratsa and Medical College:

16.1.1. Practical and theoretical, held by lecturers that are not habilitated - 0.3 hours per student;

16.1.2. Teachers in practice involved in the exams of trainees receive remuneration in the size determined for part-time lecturers.

16.1.3. Practical and theoretical, held by habilitated lecturers - 0.75 hours per student;

16.1.4. For the Faculty of Pharmaceutics – 0.3 hours for colloquium of an intern.

16.2. State exams for the Faculty of Medicine, Faculty of Dental Medicine, Faculty of Pharmaceutics, Faculty of Public Health, Branch "Prof. Dr. Ivan Mitev "- Vratsa and Medical College:

16.2.1. Habilitated lecturers - 1 hour per student for each committee member.

16.2.2. 30 hours for supervising a thesis for Faculty of Public Health and supervising a thesis for the Faculty of Pharmaceutics, regardless of the number of scientific advisers.

16.2.3. 10 hours for writing a review of a thesis - for Faculty of Public Health and for the Faculty of Pharmaceutics.

16.2.4. For defence of thesis: habilitated lecturers - 1.5 hour per student for each committee member.

16.3 Admission of PhD students:

16.3.1. Examination in the degree programme – 1.5 hours for each examined student;

16.3.2. Examination in a foreign language – 0.5 hours for each examined student;

16.4. For examinations based on an individual academic plan:

16.4.1. Examination in the degree programme – 1.5 hours for each examined student;

16.4.2. Additional examination (in a foreign language, computer skills or other discipline) – 1 hour for each examined student.

17. Payment of teachers involved in conducting examinations with students studying English language is as follows:

17.1. For habilitated lecturers from the Commission, not more than two – BGN 15 for an appearance (regardless of the session) per tested student;

17.2. For non-habilitated lecturers from the Commission, no more than one - 10 lev for an appearance (regardless of the session) per tested student.

XVII. POSTGRADUATE STUDY

1. Department "Postgraduate education and university hospital coordination" (PE and UHC) at Rector's Office of MU-Sofia registers graduate trainees to acquire specialty in the healthcare system.

2. The terms and conditions for training for acquiring specialty in the healthcare system and its financing are defined in Regulation № 1 of 22.01.2015 of the Ministry of Health.

3. The admission of specializing students in non-clinical specialties is made after a competition based on documents in the order, defined by instruction of the Rector of MU-Sofia.

4. The positions for specializing students in non-clinical specialties is determined by order of the Rector or a person authorized by him upon the proposal of heads of faculties, departments and national centers dealing with the problems of public health.

5. The training for acquiring nonclinical specialty is based on the order of the Rector of the Sofia.

6. Trainees who sit for the state exam for specialty pay a fee determined by the Academic Council.

7. The Postgraduate Study and the University-Hospital Coordination departments at the Rector's Office of MU-Sofia shall organise, hold, coordinate and control the continuous medical studies of Bachelor students and professional Bachelor students from the "Healthcare" department by drafting and approving a schedule with thematic courses and individual trainings each year, submitted to the medical establishments in Bulgaria and are published on the website of MU-Sofia.

8. Students who have completed different forms of continuous medical training shall receive a certificate with a credit evaluation.

9. The Postgraduate Study and the University-Hospital Coordination departments at the Rector's Office of MU-Sofia shall organise, register and coordinate the studies in highly specialised medical activities.

10. Instruction shall be performed by the research and lecturing staff in university hospitals based on unified academic curricula and shall end with a practical and theoretical exam. Students who have successfully passed the exam shall receive a certificate for competence in the highly specialised medical activity.

11. Medical University-Sofia shall sign contracts with the respective professional organisations for joint activity in the organisation, holding and control on the continuous medical training based on the Health Act.

12. The faculties of MU-Sofia shall organise and hold the continuous medical training for doctors, doctors in dental medicine, pharmacists and non-medical specialists in the healthcare system.

13. The "Courses and Individual Study" sector to the Faculty of Medicine shall organise, register and coordinate the study stages of specialising students that are held within the departments and facilities of the Faculty of Medicine.

13.1. Specialising students, who have expressed their willingness to have one stage of their studies in a department or facility of the Faculty of Medicine-Sofia may do this under the following conditions:

13.1.1 Each specialising student completes FORM 5 to be signed and approved by the head of department/clinical center or Head of Training. The form is presented in "Courses and Individual Study", and then is issued a card-direction of the approved graduate. Upon presentation of an official document for completed training of the trainee, certificate shall be issued for the conducted training.

13.1.2. Foreign specialising students enrolled in different universities shall pay the cost for the training in the department or facility of FM-Sofia in line with the fees of MU-Sofia for foreign specialising students.

13.1.3 Each graduate pays the cost of the conducted training specified by the existing legislation and orders.

14. In-class workload in the main and thematic (author's) courses with groups of minimum 5 students:

14.1. The respective number of classes for the department – lectures and practical classes foreseen in the academic curriculum for the respective year of study, declared during the previous calendar year;

14.2. The academic workload of habilitated and non-habilitated lecturers shall be assigned and reported separately for each lecturer and in total for the department or the clinical centre for the respective period.

15. In-class workload for individual studies of specialising students outside the department or clinical centre shall be carried out in groups of no less than 3 and no more than 7 students and shall include:

15.1. individual training for mastering certain methods, techniques and approaches with average duration of 10 days – 2 classes per day per student in the department (respectively for the lecturer holding the training).

15.2. Individual training for acquiring work experience in the degree programme (internship in a facility regulated by the Ministry of Health) - 0.5 classes per day for a student in the department.

15.3. For the Faculty of Dental Medicine - 19 hours per week clinical activity for assistant professors and 7 hours of lectures and seminars per week for habilitated persons.

16. Individual studies

16.1. Internship - facility for specialising students in the programme for the respective discipline.

16.2. Paid studies on certain topics, instrumental methods and techniques proposed by the departments and published in the Book of schedule for the year. Its duration shall be determined by the head of the training unit. The minimum number of participants on a certain date is three participants. Each working day shall include 2 classes of practical activities.

16.3. Free of charge studies under a state fellowship are carried out on certain topics defined by the Ministry of Education and Science, the Ministry of Health and others, published in the Book of schedule for the year. Their duration shall be determined by the Head of the studies and shall be in line with the Schedule for the year. The minimum number of participants on a certain date is three participants. Each working day shall include 6 classes of practical activities. A certificate signed by the Head of department shall be issued for the individual studies.

17. Main course

17.1. It is carried out based on the approved programme for specialisation and have duration of one or two months, equivalent to 22 or 44 working days on average. Each working day shall normally include 2 classes of lectures and 4 classes of practice (a total number of 6 classes). One class is 45 minutes.

18. Thematic (author's) course

18.1. It is carried out based on a programme set in advance. Each working day shall include 6 classes, consisting of lectures and practice at the discretion of the leading tutor. At least 5 participants must attend to register training as a course. Students below this minimum shall be transferred to individual study. A list and programme of the course, signed by the course Head and having the department stamp shall be submitted to "Courses and Individual Study":

18.1.1. for three-day courses – after 13.00 on the first day or no later than noon on the third day;

18.1.2. for five- and ten-day courses – by the third day after the start of studies.

19. For the training of specialising students enrolled according to the terms of Regulation No 15 of 02.07.2008 for acquiring a degree in "General Medicine" by general practitioners, one week consists of 40 academic classes within the meaning of this regulation.

20. The Postgraduate Study and the University-Hospital Coordination departments at the Rector's Office of MU-Sofia propose for approval a statutory fee for entitlement to participate in the courses and individual studies for continuous training and highly specialised activities, that sizes to BGN 30.00, whereas for Bachelors and professional Bachelors from the "Healthcare" department it sizes to BGN 15.00.

21. The research and lecturing staff shall pay the fees for continuous training and training in highly specialised medical activities approved by the Academic Council.

21.1. The research and lecturing staff of the clinical departments of the Faculty of Medicine at the Medical University of Sofia are entitled to 50% discount on fees for continuing education and training for capacity in highly specialized activities in medicine.

21.2. The incentive does not include initial fee in training

22. The plan-schedule of courses and individual studies for postgraduate qualification of university medical and non-medical staff shall be published on the web site of the Faculty of Medicine.

XVIII. OFFICIAL HOLIDAYS

1. The official holidays based on the Labour Code are 01.01 - New Year, 03.03 - National Holiday - Day of Bulgaria's Liberation from Ottoman Rule, 01.05 - Labour Day, 06.05 – St. George's Day, 24.05 - Bulgarian Education and Culture, and Slavonic Literature Day, 06.09 - Unification Day, 22.09 - Independence Day, 01.11 – Enlightenment Leaders Day, 08.12 - Student's Holiday, 24, 25 and 26.12 - Christmas Eve and Christmas, Easter – three days.

2. Holidays of MU-Sofia based on decisions of the Academic Council are the Holiday of MU-Sofia and the Student Scientific Session - a day free of classes, announced by an order of the Rector or a person authorized by him, based on a proposal from the Association of Medical Students after coordination with the Students' Council at MU-Sofia.

2.1. For the Faculty of Pharmaceutics and the Medical College, only participants in the scientific session, approved with a list of the Dean of the FP and the College Director, shall be free from classes.

FACULTY OF MEDICINE**Address: 2 Zdrave Str.****DEAN: Prof. Dr. Marin Marinov, PhD in medicine, tel. 02/ 952 10 46**

Deputy Dean for Academic Affairs for Bulgarian students:

Prof. Dr. Ivan Mitov, PhD in medicine, tel. **02/ 952 05 22**

Deputy Dean for Academic Affairs for foreign students:

Prof. Dr. Victor Zlatkov, PhD in medicine, tel. **02/ 9172 650****Students' Offices: Bulgarian students - tel. 952 05 22****Foreign students - tel. 952 04 34****FACULTY OF DENTAL MEDICINE****Address: 1 Georgi Sofiyski Str.****DEAN: Prof. Dr. Andon Filchev, PhD in medicine, tel.: 952 05 59**

Deputy Dean for Academic Affairs:

Prof. Dr. Krasimira Yaneva, doctor, **954 27 75****Students' Office: tel. 954 29 09****FACULTY OF PHARMACEUTICS****Address: 2 Dunav Str.****DEAN: Prof. Nikolay Lambov, PhD in pharmaceuticals, tel. 02/987 98 74**

Deputy Dean for Academic Affairs:

Prof. Nikolay Danchev, tel. **02/9236 582****Students' Offices: 02/980 34 64; 02/9236 579****FACULTY OF PUBLIC HEALTH****Address: 8 Byalo more Street****DEAN: Prof. Dr. Tsekomir Vodenicharov, PhD in medicine, tel.: 9432 127**

Deputy Dean for Academic Affairs:

Prof. Magdalena Aleksandrova, tel. **9432 127****Students' Office: 02/ 9432 304****CENTRE FOR LANGUAGE TRAINING, PHYSICAL
TRAINING AND SPORTS****Address: 2 Zdrave Street****MANAGER: Konstantin Vasilev, tel. 02/952 03 99****MEDICAL COLLEGE "Y. FILARETOVA"****Address: 3 Y. Filaretova Street****DIRECTOR: Prof. Dr. Vihren Petkov, PhD in medicine, tel.: 02/ 91546 46****BRANCH "Prof. Dr. Ivan Mitev" - Vratsa****Address: Academic campus, Block No 1****DIRECTOR: Prof. Penka Marinova, tel. 092/66 01 56**