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**THE MEDICAL UNIVERSITY-SOFIA REGULATION FOR
RECOGNITION OF ACQUIRED HIGHER EDUCATION AND
COMPLETED PERIODS OF STUDY IN FOREIGN HIGHER
EDUCATION INSTITUTIONS**

TITLE ONE
Outline provisions

Article 1. This regulation determines the terms for recognition of acquired higher education and completed periods of study in foreign higher education institutions in order to study for degrees of Bachelor, Master, and PhD or for academic qualification enhancing at the Medical University-Sofia.

Article 2. (1) Bulgarian citizens, foreigners and persons with refugee status, who have studied at foreign Universities established and functioning legally, can apply for recognition of their University diplomas and periods of study in foreign higher education institutions.

Article 3. The recognition of the University diploma and periods of study in foreign higher education institutions excludes any discrimination because of age, sex, race, invalidity, language, religion, political or other convictions, national, social origin, property, genealogical or other condition or because of any other circumstance not related to the education.

Article 4. The recognition of aims:

1. Further University education, academic qualification enhancing and PhD studies. The recognition procedure is done by the University.

Article 5. (1) The University registers all the applications with full information of the applicants.

(2) The University registers the certificates issued for the diplomas recognized and the refusals to issue such certificates.

Article 6. (1) The higher education acquired in foreign institutions is demonstrated by a diploma or by an analogous document issued by the

educational institution recognized by a competent state organ as a part of the University education system for the respective country.

(2) The periods of study as a part of the University education program, which is completed in a foreign higher education institution recognized by a competent state organ as a part of the University education program in the respective country, is shown by a transcript of records.

Article 7. (1) The individuals applying for recognition submit to the Medical University-Sofia Rector's Office Education Department in person or through a representative authorized an application form approved by the Rector and attach the following documents translated and legalized:

1. For recognition of higher education for the purpose of academic qualification enhancing and PhD studies:

a. original University diploma and a copy of the same or other analogous document issued by the educational institution;

b. original and copy of diploma supplement; original and a copy of the European diploma supplement if there is such;

c. original and copy of the transcript of records with credits, syllabuses issued by the educational institution;

d. original and copy of the document for - trainee's record book issued by the educational institution;

e. certificate of qualification issued by the Ministry of Health / NOT REQUIRED FOR PhD STUDIES/;

f. copy of identity card and a change of name document if there is such;

g. recognition procedure fee receipt.

2. For recognition of study periods:

a. original and copy of transcript of records referring to the completed periods of study issued by the educational institution;

b. copy of identity card and a change of applicant's name document if there is such.

(2) The documents under paragraph 1, item 1, letters “a”, “b”, “c” and “d”, item 2, letter “a” except for the European Diploma Supplement are legalized through proper channels. The document certifying the applicant’s change of name under paragraph 1, item 1, letter “e”, respectively item 2, letter “b” must also be translated into Bulgarian.

Article 8 (1) An official examines the documents under article 7 and the applicant or the representative authorized can receive the originals of the documents submitted within 14 days.

(2) If all the documents under article 7 are not submitted, the official under paragraph 1 can ask for additional documents.

TITLE TWO

Recognition Commission

Article 9. (1) The diploma recognition is proceeded by a decision of the Academic Council on the suggestion of a commission, specialized in the professional fields, approved by the Rector of the Medical University – Sofia.

(2) The work of the commission is helped by a secretary – a person from the university administration.

Article 10. Verification of the status of the foreign higher schools and the diploma issued as per art. 10, it. 2 of the Ordinance on the state requirements for recognition of acquired higher education and completed periods of study in foreign higher education institutions are done by NACID as per art. 17, par. 3, it.1-3 of the Ordinance.

Article 11 (1) The members of the commission considers the submitted diplomas for higher education and other documents, that are attached for recognition and after verification as per art.10, it. 2 of the Ordinance on the state requirements for recognition of acquired higher education and completed periods of study in foreign higher education institutions for determination of the status of the foreign higher schools and the authenticity of their issued diplomas.

(2) The commission has the following functions:

1. analyzes the diplomas and the other documents in regard with their recognition.

2. asks for additional information or documents from the person requesting recognition, who must submit them in term, fixed by the commission, but not later than 2 months from the date of the announcement.
3. requests additional information from the higher school which issued the diploma, or from the competent authorities of the country where the diploma for higher education was issued.
4. provides expert evaluation for the correspondence of the data in the submitted documents for higher education (for persons as per art.2, par. 1 acquired at foreign high schools with the state requirements for acquiring higher education in Republic of Bulgaria;
5. submits a proposal to the Academic Council for the decision on termination of the procedure of recognition, for recognition or denial of recognition in which recommendation for measures might be included – to get recognition at a later stage the person must sit additional exams.

Article 12. (1) The procedure of recognition is terminated in the following cases:

1. On written request of the applicant or authorized person.
2. When documents (as per art.6) are not submitted in term defined by the Expert Council (art.10, par.2. it.2).

(2) The procedure for the recognition is terminated by Order of the Rector or an authorized person.

Article 13. (1) Consideration is not allowed when:

1. The document submitted is not a diploma, or analogue document for higher education, correspondent academic transcript, or other analogue document for the period of study.
2. The diploma is a result of education in institutions on the territory of other country that are not established and do not function legally;
3. The document denied in the inspection per art.10 concerning the status of the foreign higher school and the authenticity of the issued diploma.

(2) In cases as art.1 the Rector notifies the applicant or his authorized person for non-admission to the commission for valuation of the submitted for recognition document.

Article 14. (1) The members of the commission inspect the submitted applications for recognition within two months from the date of submission of all the documents needed. The period can be extended once with the time for receiving an answer of the request (as per. Art.10, par.2. it.2

Art.15 (1) For recognition of higher education acquired in foreign higher education institutions the following is taken into consideration:

1. Mode of admission
2. Duration of study;
3. Syllabuses of the subjects studied and credits acquired;
4. Academic subjects and their syllabuses necessary for the fundamental and specific training;
5. Academic subjects and their syllabuses necessary for theoretical and practical training;
6. Education outcomes – knowledge, skills, and competencies acquired during the period of study.
7. Pre-diploma training course.
8. Mode of graduation.

(3) Members of the Commission give their expert opinions for recognition or denial of the submitted diplomas, except in cases of termination of recognition procedure.

(4) While performing their duties members of the Commission are assisted by the State Exam Commissions for the respective professional field.

(5) In procedures for recognition of higher education acquired in foreign higher education institutions the expert opinion points the presence of correspondence, respectively lack of correspondence, of data on education in the foreign higher education institution with the State requirements for acquiring higher education in the Republic of Bulgaria. The expert opinion contains precise reasons for the recognition or denial of recognition in accordance with the provisions of Paragraph 1.

(6) When recognizing periods of study, the presence of compliance between part of the curriculum which has been assessed and documented by the foreign

higher education institution and the curriculum and syllabus of the Medical University –Sofia is taken into consideration.

(7) The submitted documents are given to the Dean of the respective Faculty for recognition.

(8) In cases of denial of recognition members of the Commission can include in their expert opinion recommendations for the possible measures which the applicant can undertake in order to get recognition on a later stage, including sitting additional exams.

Article 16. The members of the Commission do not have the right to disseminate information or data they have acquired during their participation in the recognition procedure.

Article 17 (1) For the recognition of HIGHER EDUCATION a Certificate is issued approved by:

1. The Rector – in cases subject to Article 21, Paragraph 1, Item 13 from the Law on Higher Education.

(2) The issued Certificate subject to Paragraph 1 or the motivated denial of recognition is signed by the Rector or an authorized official. The recognition denial could include recommendations for the possible measures which the applicant can undertake in order to get recognition on a later stage, including sitting additional exams.

(3) In case the issued under paragraph 1 Certificate is lost or damaged a duplicate can be issued at the request of the applicant after presenting a document for a paid fee for issuing a duplicate.

Article 18. Thirty days after a decision subject to Art. 10, item 4 of the Ordinance on the state requirements for recognition of higher education acquired in foreign higher education institutions and periods of study completed in such establishments has been taken, the university sends to NACID, in print and in e-form, information after the pattern of the NACID ratified by its Executive Director.

Article 19. The Academic Council of the University determines the amount of the administrative costs for the recognition procedures.

Article 20. For any unsettled in this Regulation matters, the Ordinance on the state requirements for recognition of higher education acquired in foreign higher

education institutions and periods of study completed in such establishments and the Law on Higher Education are applied.

Article 21. The present Regulation was adopted by the Academic Council of the Medical University –Sofia on 20.11.2012 and comes into force on the date of its adoption.