

I approve!

Rector:

(Prof. Dr. Hr. Bozov, MD)

STUDY ACTIVITY REGULATIONS

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1. GENERAL PROVISIONS

Art.1. These regulations have been developed on the basis of Art. 37 of the Higher Education Act (HEA) and are an integral part of the Regulations on the structure and activities of the University “Prof. Dr. Asen Zlatarov” – Burgas. They supplement and specify the manner of application of some of the texts of the HEA , the related normative and sub-normative documents in educational activities , as well as the uniform state requirements for the various specialties.

Art. 2. Burgas State University “Prof. Dr. Asen Zlatarov” (hereinafter - the University) prepares highly qualified specialists with higher education in the field of pedagogical, humanitarian, social, economic, natural and technical sciences, as well as in the field of healthcare and sports, who competently develop and apply the acquired knowledge and skills in practice.

Art. 3. (1) The University educates students, doctoral students and postgraduates.

(2) A student is a person who is studying to acquire the educational and qualification degree "professional bachelor in...", "bachelor" and "master".

(3) A doctoral student is a person who holds the educational and qualification degree "Master" and is preparing to acquire the educational and scientific degree "Doctor".

(4) A specialist is someone who is trained to improve their qualifications according to a specialized curriculum, without acquiring a higher educational degree or a new specialty.

(5) The status of a student, doctoral student or postgraduate student is acquired upon enrollment at the University and is lost upon deregistration, as well as for the period for which it was suspended.

Art.4.(1) The educational process is carried out by the faculties, colleges, departments and branches in accordance with educational documentation.

(2) The educational process is administratively managed by the head of the faculty, college, department and branch, who conducts the training in the relevant specialties.

(3) The administrative service of the educational process is carried out by:

1. Educational and Information Department - for student education;

2. Doctoral School, Postgraduate Qualification Department, Vocational Training Center, Distance Learning Center, Digitization Unit, Department for Qualification and Professional Development of Pedagogical Specialists, Department for Language and Preparatory Training.

3. Finance and Accounting Department.

(4) The rules for the organization of student education are subject to these regulations, for doctoral students they are subject to *the Regulations on the conditions and procedure for acquiring scientific degrees and occupying academic positions at Burgas State University “Prof. Dr. Asen Zlatarov”* , and the rules for organizing training for improving qualifications are subject to the regulations of the relevant units.

2. HIGHER EDUCATION DEGREES AND FORMS OF TRAINING

Art.5.(1) The faculties provide training in the following educational and qualification levels (ECL):

1. Bachelor's degree with a 4-year training period according to the curriculum and acquired no less than 240 credits. The training provides basic broad-based training in professional fields and specialties. Graduates are awarded the "bachelor" degree.

2. Master's Degree:

2.a. with a minimum period of preparation of not less than one year for full-time study and acquired not less than 60 credits after a "bachelor" or "master" degree. The training provides in-depth fundamental training, combined with specialization in the relevant specialty. Graduates are awarded the Master's degree.

2.b. with a minimum training period of two years and no less than 120 credits acquired after the degree of "professional bachelor in...". The training provides in-depth fundamental training, combined with specialization in the relevant specialty. Graduates are awarded the Master's degree.

2.c. minimum period for preparation according to the curriculum 6 years of full-time study after completing secondary education and acquiring no less than 360 credits, with graduates being awarded the "Master" degree. The training provides in-depth scientific, theoretical and specialized preparation in the specialty.

3. Educational and scientific degree "Doctor" with a minimum period of preparation of 3 years for full-time study after the acquired "Master's" degree, with graduates being awarded the educational and scientific degree "Doctor".

(2) 1. Colleges provide training for a minimum period of 3 years and no less than 180 credits, with graduates being awarded the educational and qualification degree "professional bachelor in...". The training provides specialized professional training in the relevant specialty.

2. Persons who have acquired the educational and qualification degree "professional bachelor in..." may continue their education in the educational and qualification degree "master" only in the same professional field and under the conditions of Art. 5 (1) item 2b of these regulations.

(3) The education in the educational degrees "professional bachelor in..." "bachelor" and "master" is carried out in professional fields and specialties .

Art. 6. (1) The forms of education are full-time, part-time, individual, evening and distance learning.

Graduates of the various forms of education acquire the same educational and qualification degrees if they have fulfilled the state requirements and have studied according to the curriculum of the respective specialty.

(2) Full-time training may also be conducted on a modular basis.

(3) Part-time education is conducted with a number of hours not less than 50% of the number of hours of the relevant curriculum for full-time education.

(4) Individual training is conducted:

1. in cases of shortened training. The training is conducted according to the approved curriculum for the relevant specialty and according to an individually developed (personal) study schedule. The head of the teaching department draws up the individual study schedule. The schedule is coordinated with the head of the main unit and is approved by the Rector.

2. in cases of admission below the norm set by the academic council for the formation of a group. The training is conducted according to the adopted curriculum for group training in a full-time form, with a reduced number of hours specified in *the Regulation on Academic Employment* .

3. in cases of training of students with special educational needs. The training is conducted according to an individually developed (personal) curriculum, tailored to the educational needs of the student being trained. The individual curriculum has a teaching schedule of 30 percent of the teaching schedule of the respective curriculum for a regular form of training, with the classes being taken in the form of consultations, lectures and exercises in each discipline;

4. In the cases under item 3, the head of the teaching department assists the student in developing the individual curriculum and schedule, assists in the normal organization and conduct of the training and provides scientific guidance in the preparation of his/her thesis. The individual curriculum and schedule are coordinated with the head of the main unit and are approved by the Rector.

5. Students on individual tuition pay the full tuition fee upon enrollment.

(5) The evening form of training is held from 5:30 p.m. to 9:40 p.m. with an in-class workload of 20 academic hours per week.

(6) The distance learning form is conducted with attendance periods that cannot exceed 30 percent of the classroom workload provided for the regular form of training in the given specialty in the curriculum.

Art.7. The specialties and educational and qualification degrees in which training will be provided are determined annually by the Academic Council. Each proposal for the opening of a new specialty, together with the annotation of the specialty and reasons, as well as for the closure of an existing specialty, is discussed sequentially at the educational and methodological council in the main unit, the council of the main unit, the educational and methodological council to the academic council, the academic council. The Academic Council makes the final decision on the opening or closure of a specialty.

3. TRAINING DOCUMENTATION

Art.8. The educational process in each specialty is carried out according to educational documentation, which includes: qualification characteristics by degree, curriculum, curricula of the studied disciplines and an annually adopted schedule of the educational process.

Art.9. The qualification characteristics determine the goals of the training, the methods and means for their achievement. It reflects the scope and level of professional knowledge and skills to be acquired, and the areas of future professional realization. It is adopted by the Academic Council upon the proposal of the council of the main unit and is approved by the rector.

Art.10. (1) The curriculum of the specialty is a document that defines:

1. field of higher education with code;
2. professional field with code;
3. name of the main unit;
4. form and duration of training;

5. for each academic discipline: name; type (compulsory, elective or optional); timetable, distributed by semester and by type of classes (lectures, exercises: practical or seminar); course projects and assignments; forms for checking or assessing knowledge (current assessment or exam); times for classroom and extracurricular work and the ratio between them; number of credits; One credit is awarded for 25-30 hours of student employment (classroom and extracurricular).

If the curriculum uses abbreviations and acronyms when writing the names of the subjects, an additional list with explanations of the abbreviations is attached.

6. type and duration of the internships; number of credits;
7. method of graduation: through thesis or state exam; number of credits.

(2) The order for development, discussion and approval of the curriculum is as follows:

1. The commission for developing the plan is appointed by order of the rector upon proposal of the head of the unit conducting the training.

2. The developed curriculum is discussed by the educational and methodological council of the basic unit and is adopted by the council of the basic unit.

3. The curriculum is discussed in the Educational and Methodological Council of the University.

4. The curriculum is approved by the academic council.

5. The approved curriculum is signed by the rector.

(3) Updates to the curricula shall be made in accordance with the procedure set out in paragraph 2. One-off changes shall not be discussed in the Teaching and Methodological Council of the Academic Council of the University.

(4) The curricula for part-time study for each semester provide for face-to-face classes lasting up to 4 weeks. The hours for face-to-face classes in each discipline are 50% of the hours for full-time study, and the credits are the same as for full-time study.

(5) The curricula for evening studies provide for up to 20 academic hours of face-to-face classes per week, with the number of study weeks in the semester being up to 12 weeks. The timetable

for each course is 50% of that for full-time studies, and the credits are the same as for full-time studies.

(6) The curricula for part-time, evening and distance learning are developed and adopted by the unit conducting the training, are discussed by the Educational and Methodological Council at the University and are submitted to the rector for signature.

(7) The approved curricula are announced on the University website.

(8) When developing the curricula, the suggestions made by the users of the staff are also taken into account.

(9) The educational content is divided into academic disciplines. The education in academic disciplines is carried out through lectures, exercises, seminars, practices and other forms provided for in the curriculum. The academic discipline provides a system of knowledge in a certain field of science and practice and methods for their acquisition and application. Academic disciplines are mandatory, elective and optional.

Art.11. (1) A curriculum is drawn up for each discipline, which consists of relatively separate parts. The minimum number of hours for a discipline is 15 academic hours of classroom work. The duration of an academic hour is 45 minutes.

(2) The curriculum includes:

- title page;
- an excerpt from the curriculum , including the general parameters of the discipline (total hours, credits, classroom and extracurricular work, type of discipline, course and semester), teaching forms (lectures, seminars and practical classes by hours and credits) and assessment and control (assessment forms and their relative share in the overall grade);
- short annotation;
- lectures: list of topics and subtopics with a thesis statement of the material and the required classroom time for teaching each topic;
- exercises: list of topics with the required number of hours;
- course project and/or course assignment: brief content of the main parts, volume of the explanatory note and the graphic part with the required timetable;
- educational literature;
- synopsis.

The type of exercises (seminar or practical) is determined in the curriculum.

(3) The curriculum is developed by the head(s) of the relevant discipline and is discussed by the department or section that conducts the training.

(4) The curriculum shall be adopted at a meeting of the council of the main unit to which the department (section) that will conduct the training belongs and shall be approved by its head.

Art. 12 (1) The schedule of the educational process regulates when during the current academic year the elements of the curriculum will be fulfilled. For the specialties of the regulated professions, in the last year of training, it is envisaged to conduct a pre-graduate internship in astronomical hours or calendar days. The schedule also reflects the period of conducting educational, clinical and educational-production practices. The schedule is developed at the end of the previous academic year, adopted by the Academic Council, approved by the Rector and announced on the University website.

(2) The academic year is divided into two semesters, each of 15 weeks . After each semester, a regular examination session is scheduled for a duration of up to four weeks. The remedial session is scheduled for a duration of one week. The liquidation session is scheduled once during the academic year and is scheduled for the beginning of September for a duration of one week. For students in their final year of study, the liquidation session may be scheduled before the first session of the state examinations.

(3) After the second semester, a summer vacation is planned for the students .

(4) Classes and examination sessions are held according to a weekly schedule. The weekly schedules for classes and examination sessions are developed by the chief experts in the Academic

and Information Department of the University and are approved by the rector. The schedules for classes are announced on the University website no later than 10 days before the start of the semester (resp. of part-time study). The schedules for the use of auditoriums and study halls are developed and coordinated by the chief experts in the Academic and Information Department.

(5) For the specialties of the professional fields of "Medicine", "Public Health" and "Health Care", based on the weekly schedule of classes, the heads of departments approve a thematic schedule of lectures (topic, duration and name of the lecturer) for the discipline and the corresponding distribution of practical classes by groups among the assistants. The distribution applies to all types of disciplines - mandatory, elective and facultative, and is announced in a prominent place in the department for information of students.

(6) Official holidays under the Labor Code are non-school and non-attendance days for students, teachers and employees. For academic staff, classes missed on official holidays are not made up, but are considered as workload. Classes missed due to other solemn occasions and holidays (opening of the academic year, awarding of diplomas, university holiday, student holiday, etc.) are scheduled additionally by order of the rector.

(7) Documentation specific to individual majors and departments is also used for the course of the educational process: general ledgers of majors; books for conducting educational practices and pre-graduate internships; material books for the primary unit, reporting the material taken by days and hours; lists registering the presence of students in classes, etc.

4. ADMISSION OF STUDENTS

Art.13. (1) The number of students and doctoral candidates admitted to study at the University shall be approved by the Council of Ministers upon a proposal by the University on the basis of Art. 9 (3), item 6 of the Higher Education Act and in accordance with Art. 3, para. 1 of Council of Ministers Decree No. 64/2016. The University shall admit students for whom the state provides funds for the maintenance of their studies, as well as students who study for a fee.

(2) The Academic Council adopts a decision on the distribution of the number of admitted students and doctoral candidates approved by the Council of Ministers by specialties, forms of training and educational and qualification degrees.

(3) A decision on admission to a new specialty shall be made by the Academic Council upon a proposal from a faculty or college council, if:

1. provision of educational material and technical facilities;
2. provision of the necessary academic staff;
3. financial security of training;
4. received program accreditation or a project to disclose the specialty.

(4) For participation in a student candidate competition, student candidates shall pay fees in an amount determined by the Council of Ministers .

Art.14.(1) The admission of persons with completed secondary education as students, whose education is subsidized by the state, is carried out by specialties through passing a competitive examination or through a score from a state matriculation examination in the educational and qualification degrees "professional bachelor in...", "bachelor" and "master" according to an admission plan approved by the Council of Ministers.

(2) The Academic Council shall annually adopt the "Regulations for the Admission of Students", which shall determine the majors, the type and manner of conducting the competitive examinations, the conditions for application, the schedule for conducting the competitive examinations, the conditions for ranking and enrollment. The Regulations shall be published annually by the end of January in the candidate student directory and on the University website.

(3) The student application campaign is financed by student application fees, student courses , the sale of student reference books and student documents. The distribution of the collected funds is approved by the Academic Council.

(4) Each newly admitted student is registered in the main register, is issued a student booklet, a student ID card, and upon request, a certificate. He signs a declaration that he accepts the conditions of study at the University.

(5) Students admitted under a state order shall sign a declaration that their studies in the given educational and qualification level are for the first time.

(6) If the condition under para. 5 is not met, the student has the right to study for a fee, pursuant to Art. 21 (2) of the Higher Education Act.

(7) Students who study for a fee sign a contract with the University.

Art.15. (1) Graduates of the educational and qualification degree "Bachelor" or "Master" may continue their studies at the "Master" degree.

(2) The application under para. (1) shall be made by competition. The candidates for training in the educational and qualification degree "Master" shall be ranked by success, and the average grade of the studies and the success of the defense of a diploma thesis or state examination shall be taken into account in the calculation of the points .

Art. 16 (1) The admission to the "master's" degree of students whose education is subsidized by the state shall be carried out according to a plan approved by the Council of Ministers.

(2) The admission to the "Master's" degree of students after completing the "Bachelor's" or "Master's" degree, who are studying for a fee, shall be carried out in accordance with the terms and conditions of Art. 9 (3), item 6, letter b of the Higher Education Act in accordance with the capacity of the university, the professional fields and the specialties of the regulated professions and when the average grade from the diploma or from the state exam or from the defense of the candidate's thesis is at least "good (4)".

(3) Admission to the "Master's" degree after completing secondary education of students who are studying for a fee in accordance with the terms and conditions of Article 21 (2) of the Higher Education Act shall be carried out by decision of the Academic Council when:

1. the institutional accreditation score is from **8 to 10** ;

2. The program accreditation score is from **8 to 10**.

(4) The number of admitted students under para. 3 is outside the definitions under art. 9 (3), item 6, letters "a" and "b" of the Higher Education Act and is within the capacity of the professional field, but not more than 5% of it in the case of a program accreditation from 8 to 9.99 and not more than 10% of it in the case of a program accreditation from 9 to 10.

(5) Students who have acquired a Master's degree in Dentistry or Pharmacy may study for a second Master's degree in Medicine, in accordance with the terms and conditions of Art. 21 (3) and (4) of the Higher Education Act. The study for the second Master's degree in Medicine is full-time with a duration of six years according to the curriculum for Medicine.

(6) Admitted students under para. 2, para. 3 and para. 5 shall conclude a training contract with the University.

(7) Tuition fees for the acquisition of a bachelor's and master's degree are adopted by the Academic Council, with the collected funds being allocated for taxes, overheads, fees, purchase of material assets for the training process, etc. The amount of the fees **must not exceed** the sum of the differentiated norm by professional field for one student and the fee for state-subsidized training for the relevant professional field or specialty of the regulated professions (Art. 95, para. 4 of the Higher Education Act).

5. ORGANIZATION OF THE LEARNING PROCESS

Art. 17. (1) Student education includes theoretical and practical training in compliance with the uniform state requirements for the various specialties and is conducted in streams and groups.

(2) The maximum number of students in a stream is 120. Students studying subjects under the same curriculum are included in a stream. If there are more than 120 people, a new stream is organized.

(3) When conducting practical and In laboratory exercises, as well as in course design, students are organized into groups.

(4) The number of students in one group is from 7 to 15. For the specialty "Medicine", the number of students for training in preclinical, theoretical-diagnostic disciplines and clinical disciplines is up to 10 students in a group. For the specialties of regulated professions in the professional field "Healthcare" and the professional field "Public Health", the exercises are conducted in groups of up to 10 students. If the maximum number of students for one group is exceeded, a new group is formed, and if the minimum number is less than the minimum number, the educational process is carried out in accordance with the order established by the Academic Council, reflected annually in the Regulation for determining the educational employment of the academic staff of the University. In the event of a change in the number of groups, the schedules for the classes are adjusted in a timely manner by the experts in the educational and information department.

(5) When conducting seminar exercises, students are organized into seminar groups. The number of students in one seminar group is up to 30. people. General physical training training is organized in seminar groups, which can also be combined. A seminar group is formed by merging two or more laboratory groups.

(5A) The selection of elective and facultative courses is carried out by filling out a form application at the AIES by the students in the previous semester of the academic year in which they are to be taken. A group is formed with a minimum of 7 (seven) students enrolled in a given course.

If you wish to study an additional elective discipline, the corresponding credits are awarded, beyond those required by the relevant curriculum.

(6) The number of streams and groups for each semester is determined by order of the Rector. The transfer of students from one group to another is within the powers of the Dean, coordinated with the AIE and is carried out at the beginning of each semester.

(7) Classes are held in accordance with the annual schedule of the educational process and the weekly schedule. The schedule of the educational process is adopted by the Academic Council and approved by the Rector at the end of the previous academic year, after which it is published on the University website. The weekly schedule, after approval by the Rector, is published on the University website no later than 10 working days before the start of the semester (for full-time and part-time studies). It is not allowed to unite two or more groups and conduct classes simultaneously . As an exception, after presenting a reasoned justification by the head of the main unit, the Vice-Rector for Academic Affairs may allow classes to be held in blocks.

(8) Students receive consulting assistance within the framework of the educational process and during the reception hours of the teachers.

(9) At the beginning of the semester, each lecturer announces the days and hours for accepting students for at least 4 astronomical hours per week.

(10) Teachers shall observe their office hours throughout the year, except for the time during which they are on leave.

6. LANGUAGE TRAINING AND SPORTS

Art. 18 (1) The physical and sports training of students is provided by the Department of Sports and Animation.

(Art. 18 (1)

(2) The timetable of the discipline "Physical Education and Sports" for students of all majors is 60 hours of study, distributed in the first and second semesters of the first year. The training during the semester ends with certification. For In the specialty "Medicine", the training in the first semester ends with certification, and in the second semester it ends with an exam.

(3) Students with reduced working capacity, disabled people and pregnant women are exempted from classes in the discipline "Physical Education and Sports," after submitting the necessary

documents certifying their condition to the Educational Information Center. The exempted students do not need to be certified in the discipline.

Art. 19 (1) A preparatory academic year for foreigners (in Bulgarian or English) is conducted in two semesters – winter and summer. The beginning of training in the respective language in the preparatory academic year begins after October 1. The organization of training is carried out by the Department of Postgraduate Qualification.

(2) A foreign language is studied at the University according to the curriculum of the specialty. The second foreign language for students for whom such a language is provided for in the curriculum is determined by the Department of Language Training, and if possible, the student's wishes are respected. Language training of students is provided by the Department of Language Training.

(3) The weekly schedules for the students' foreign language training are developed by the chief experts in the educational information center no later than 10 days before the beginning of the semester.

(4) The study of Bulgarian for foreign students for all majors is for 2 semesters during the first year with a total number of hours for the year of 120. For the specialty "Medicine" the study of Bulgarian for English-speaking students is for 4 semesters with a total number of hours of 480.

(5) The study of Latin for the specialties of the regulated professions lasts for 2 semesters, with a timetable according to the uniform state requirements.

7. PRACTICAL TRAINING, INTERNSHIP TRAINING AND UNDERGRADUATE INTERNSHIP

Art. 20(1) Practical training is carried out in compliance with the regulations of the uniform state requirements for the various specialties. and according to the specifics of the specialties.

(2) Practical training shall be included as a mandatory element in the curricula and shall be fixed in the schedule of the educational process. A training manual is developed for each practice. program. It is drawn up by the department (section) managing the practice, coordinated with the department administering the relevant specialty, as well as with the main organizations in which it will be conducted. The curriculum is approved by the head of the main unit. The training ends with an assessment of the acquired knowledge and skills.

(3) Internships are conducted on the basis of contracts concluded between the University and the organizations in which the practical training of the students will be conducted. The contracts may also be long-term. For students of technical and economic specialties and the specialty "Tourism", an individual form of practical training is also allowed, in which the students themselves choose the organization in which to conduct the training. In these cases, after the completion of the training, the organization issues an official note, which reflects the observations on the work of the intern.

For the specialties of the regulated professions, trained in the FOSZG, practical training is carried out on the basis of contracts concluded with medical institutions, accredited to train students and residents in the relevant specialties. For summer clinical practices, an individual form is allowed, with students choosing the medical institution themselves and upon completion providing a standard service note, completed and certified by the management of the medical unit.

For the specialty "Medicine", the training practice (clinical internship) after the third and fourth year, as well as the pre-graduate internship, are conducted on the basis of contracts concluded with medical institutions accredited to train students and residents in "Medicine".

(4) The heads of the internships are approved by the rector upon proposal of the heads of the main units. The amount of financial resources for conducting the internships is included in the annual limit of the respective main unit.

- (5) The specific issues of practical training are subject to internal rules of the main units, which are adopted by the council of the relevant faculty or college and approved by the rector.
- (6) The practical training of students of pedagogical and medical specialties is carried out within the semester. The training is planned according to the approved uniform state requirements for acquiring a qualification.
- (7) The practical training of students of pedagogical specialties is carried out in kindergartens and schools of the pre-school and school education system after contracts have been concluded with the University. It is carried out with a minimum number of hours in academic hours, as follows: Observation – 30 hours; Current pedagogical practice – 60 hours.
- (8) Clinical (study) practices for students of the specialties in the professional fields of Medicine, Health Care and Public Health are conducted in accordance with the curricula and uniform state requirements.
- (9) Annually, the Academic Council adopts lists of educational and practical bases for clinical practice after contracts have been concluded with accredited medical institutions and proven mentors in the training.
- (10) Practical training for students of Medicine is carried out as follows:
1. practical training (clinical internship) after the sixth semester lasting no less than 30 calendar days - 150 hours;
 2. practical training (clinical internship) after the eighth semester lasting no less than 30 calendar days - 150 hours;
- (11) Internships are mandatory for all students.
- (12) At the discretion of the head of the administering department, summer internships for Bulgarian students of Medicine are recognized for those who hold a diploma from a medical institute or college, as well as for those who hold a document for work as a paramedic, nurse, clinical laboratory assistant or assistant pharmacist, including foreign students.
- (13) Foreign students majoring in Medicine may conduct their summer preclinical internships in another EU and EEA member state.
- (14) Clinical (study) practices for students of the specialties of regulated professions in PN 7.1 Medicine, PN 7.5. Health Care and PN 7.4. Public Health are conducted in accordance with the uniform state requirements and in accordance with the curricula of the specialties.
- (15) The practical training of students of the specialties at the Medical College is carried out on certain days every week from the 1st to the 5th semester according to an approved program for their practical training. The practical training is organized by the college in accordance with the specific curriculum for each specialty and has a minimum duration by specialty, as follows: "Pharmacist Assistant" - 1200 academic hours; "Rehabilitator" - 1305 academic hours.
- (16) The pre-graduate internship of the students of the Faculty of Public Health and Social Welfare is supervised by habilitated persons, chief assistants, assistants and lecturers with an acquired specialty "Health Care Management", a "Master's" or "Bachelor's" degree in the professional field "Public Health" according to a schedule previously approved by the department and the Faculty.
- (17) The management of the relevant unit shall ensure appropriate working and rest conditions for students during their pre-graduate internship, as well as personal, occupational safety and other means of protection against occupational hazards. Students shall comply with the curriculum and the Regulation on the internal order of the internship sites.
- (18) Students are obliged to observe the working hours of the respective base to which they are assigned, to complete the mandatory requirements provided for in the curricula, to carry out all orders of their supervisors, to carry out the program reflected in the "Intern's Book", which they present when taking a state exam.

- (19) A student who has not completed the curriculum and program for the pre-graduate internship or traineeship shall not be admitted to the practical state exam.
- (20) With the permission of the heads of the main units, it is exceptionally allowed to organize an additional schedule for students who have missed their obligations due to illness, pregnancy or maternity, during which they can work off the missed days.
- (21) Students of pedagogical specialties enter internship practice after successfully passing exams in "Methodology of Teaching in..."
- (22) Students from the specialties in the fields of "Medicine", "Health Care" and "Public Health" enter a pre-graduate internship after successfully passing semester exams.
- (23) The total duration of the internship for students in pedagogical specialties is 90 hours.
- (24) The total duration of the pre-graduate internship of students in the specialty "Medicine" is 310 calendar days after the completion of the tenth semester or 1860 hours. The time allocated for professional and educational activities of students is distributed among the main disciplines: Internal Medicine; Surgical Diseases; Obstetrics and Gynecology; Pediatrics; Hygiene, Infectious Diseases and Epidemiology, Social Medicine; Emergency Medicine. A total of 50 calendar days are allocated for theoretical preparation and taking state exams.
- (25) The pre-graduate internship for the regulated specialties in the FOSZG is conducted during the last year of training according to the uniform state requirements and the curriculum for the specialty.
- (26) The pre-graduate internship for the specialties at the Medical College is no less than 600 astronomical hours for each specialty.
- (27) The pre-graduate internship of students from the specialties in the areas of "Medicine", "Health Care" and "Public Health" is carried out in medical-diagnostic and prophylactic facilities with which the University has concluded contracts. The distribution of internship groups in the relevant disciplines into streams is approved by a decision of the Faculty/ College Council and is carried out according to a schedule prepared by an expert in the educational information center. The distribution by facilities is carried out by the persons responsible for the academic work of the relevant departments, who also perform the final certification of the internship in the "Book for conducting a pre-graduate internship". Students take the state exam with a student card and a "Book for conducting a pre-graduate internship".
- (28) **Individual conduct** of the pre-graduate internship, as well as parallel conduct of pre-graduate internship in two disciplines simultaneously, is not allowed.

8. TRAINING IN ADDITIONAL SPECIALTY - SECOND. STUDY OF ADDITIONAL DISCIPLINES

- Art. 21** (1) Students may study in an additional (second) specialty within the framework of training in one educational and qualification degree.
- (2) Students who have completed their first year, achieved a grade point average of at least very good (4.50) and meet the state requirements for admission to this specialty have the right to study in an additional specialty.
- (3) Enrollment for studying an additional specialty takes place after the end of the academic year by order of the rector upon application by the student and consent of the heads of the interested main units.
- (4) Training in an additional specialty is organized according to an individual schedule of the educational process within the framework of the approved groups and streams. The schedule is prepared by the head of the profiling department and is approved by the heads of the interested main units.
- (5) The termination or interruption of training in the main specialty means the automatic termination or interruption of training in the additional specialty.

- (6) Graduation in the additionally studied specialty must to finish by three the semester after graduation in the first major.
- (7) Students of the specialty "Medicine" are not entitled to study in a second specialty.
- (8) Each student has the right to choose and attend additional subjects that are not included in his/her curriculum. Those who successfully pass the exams receive a certificate for additional training.
- (9) Each student has the right to choose to study optional subjects offered in the curriculum of the specialty, for which he receives additional credits in the diploma. In the curriculum of the specialty, any subject from the current curricula, except for the mandatory ones in the specialty, may be offered as an optional subject. Students submit an application to the AIE for the selection of an optional subject during the last week of the semester for the following.
- (10) The application under paragraph 3 shall be submitted to the Academic Information Department , and a fee determined by the Academic Council shall be paid for its processing.
- (11) The training in an additional specialty, as well as the attendance of additional disciplines, is at the student's own expense. The fee for training in an additional specialty is determined by a decision of the Academic Council. The fee for attending additional disciplines is determined in proportion to the disciplines attended, according to the timetable and the fee for training in an additional specialty determined by the Academic Council.
- (12) Students of the specialties in the professional field of "Healthcare" and "Public Health" who study in a second specialty at their own expense shall pay a full fee. The fee shall be determined by the Academic Council.
- (13) Students who study in an additional specialty or attend additional disciplines sign a training contract with the University.

9. SEMESTER REGISTRATION, DISCIPLINE VALIDATION, SEMESTER COMPLETION

Art.22. (1) The student is obliged to register for the semester within the specified period and to attend classes. Each semester ends with a certification.

(2) Student enrollment at the beginning of the semester is carried out as follows:

1. Students are required to enroll in the relevant course and semester within **one week** of the beginning of the academic year.
 2. Upon registration for the semester, students pay a semester fee. The Council of Ministers determines the amount of the semester fee for students whose education is supported by the state, and the Academic Council - for students who study at their own expense.
 3. The full amount of the statutory tuition fee for each semester shall be paid **within one week** of the beginning of the semester. The fee shall be considered paid only when the amount has been credited to the university account.
 4. The right to be enrolled as students in the relevant course and semester is reserved for students who have paid the full amount of the relevant tuition fee, only when it has been credited to the account of UAZ-Burgas.
 5. Payment of the tuition fee for the semester is made in full and at once. Payment of the semester tuition fee in parts is not allowed. Specific cases are decided by the Rector.
 6. Students who fail to meet the deadlines set for enrollment will have their studies suspended for one year, after which they may re-enroll in the course they were in during the previous academic year, after paying the relevant tuition fee.
- (3) When attending lectures and exercises in each discipline, the student receives signatures from the relevant lecturers. The head of the relevant main unit certifies the semester with his signature in the student booklet of each student, after the relevant expert in the educational information center has certified that the student has received signatures for all disciplines that

are studied in the current semester according to the curriculum. With this, the student gains the right to enroll in the next semester and take exams from this semester.

(4) A semester graduate is a student who has received certificates for all semesters of the curriculum of the specialty.

10. ABSENCES AND CONDITIONAL CERTIFICATE

Art. 23. Students may be absent from classes:

1. when they have written permission from the head of the main unit to participate in educational, scientific, cultural, sports and other events;

2. when they are members of collective management bodies or of committees established by order of the rector in order to participate in their meetings. The chairman of the body or committee issues a justification document.

Art. 24. (1) A student who has made more than two unexcused absences from lectures and exercises shall not receive a signature in the respective discipline.

(2) For missed more than two classes in any of the disciplines, the student presents supporting documents, reflected in his student record book by the expert at the educational information center. Missed laboratory exercises and forms of ongoing control are made up before the end of the semester. The course assistants create conditions for the fulfillment of this obligation.

(3) If the student has not received signatures for only one discipline, the semester may be conditionally certified by the head of the main unit by affixing a red signature, with the exception of students in the specialty "Medicine". Only one conditional certification is allowed for the entire period of study.

(4) A student with a conditionally certified semester is obliged to receive signatures in the relevant discipline by the end of the next academic year.

11. INTERRUPTION OF TRAINING

Art.25. (1) The student has the right to interrupt his/her studies for a period of up to one year:

1. in case of pregnancy or maternity, certified by a document;

2. due to illness, certified by a medical document;

3. for family and other valid reasons;

4. in case of absence from the country (for students after completing the first year);

5. for studying abroad.

(2) The student interrupts his/her studies ex officio for one year:

1. in the case of an uncertified semester;

2. if, regardless of the reasons, he/she has been absent from more than 50% of classes;

3. in case of established dishonesty during an examination procedure;

4. if he has a conditionally certified semester and has not received signatures in the relevant discipline by the end of the next academic year;

5. if he/she has not enrolled within 15 days after the start of the semester;

(3) The interruption of studies shall be effected by order of the rector at the request of the student in the cases referred to in paragraph 1 and ex officio in the cases referred to in paragraph 2.

(4) For the entire course of study, a total of:

- for no more than one year for the cases under para. 1, items 3 and 4 and para. 2, items 1, 2, 3, 4 and 5;

- for no more than three years for the cases under paragraph 1, item 5;

- for no more than five years, according to the submitted documents, for the cases under para. 1, items 1 and 2,

(5) For the cases under para. 1, items 1, 2 and 5, the student shall submit an application every year.

(6) Those who have dropped out under para. 2, items 2, 4 and 5 must retake the semester for which they do not have a certificate. They must pay a semester fee and re-fulfill all obligations in the disciplines in which they have not passed their exams.

(7) Students who have interrupted their studies do not lose their student rights. They continue their studies according to the curriculum of the course in which they enrolled after the interruption.

(8) Students from the specialties in the Faculty of Physical Education, Physical Culture and Physical Education, who, for health reasons, have more than three failed exams by the end of the remedial session in September, but have submitted a written application to the rector with an attached relevant document certifying illness, shall interrupt the academic year due to illness.

(9) Students from the specialties in the Faculty of Social Sciences, the Faculty of Social Sciences and the Faculty of Engineering **who have not completed their semester exams** and who have remained after the September remedial session with three or more failed exams for the course they are in, shall retake this course with a low score and, after paying the statutory tuition fee, repeat the same course in the next academic year. If these students again fail their exams by the end of the academic year, they shall be expelled from the UAZ.

1. Re-enrollment due to poor grades or interruption due to an uncertified semester is permitted to students only once during their period of study, with the exception of students who have completed a semester.

(10) Students from the specialties in the Faculty of Social Sciences, the Faculty of Social Sciences and the Faculty of Humanities **who have not completed the semester** and who have not passed more than two exams after the remedial September session, are conditionally enrolled in the next course.

1. Students who have enrolled in the course conditionally have the right to take exams in the regular, remedial and September sessions, by paying a statutory fee when taking exams not taken from the previous academic year.

2. Conditional enrollment for each subsequent academic year is permitted with no more than two untaken exams from the previous academic year, only when, with each conditional enrollment, both exams are in different disciplines.

3. Students who have been conditionally enrolled in the 2nd or 3rd year must successfully pass their conditional exams during the conditionally enrolled academic year and are required to accumulate the necessary credits. If these students do not successfully pass their conditional exams, they re-enroll in the course in which the relevant discipline is included in the curriculum in the following academic year, after paying the full amount of the relevant statutory fee. If they still do not successfully pass their exams, they are deregistered from UAZ.

4. Students with failed first-year exams cannot continue in the third year.

5. Students with failed second-year exams cannot continue in the fourth year.

(11) Students from the specialties in the Faculty of Social Sciences, the Faculty of Social Sciences and the Faculty of Law, who **graduated on a semester basis** and who, after the September session, have more than three failed exams, after paying the statutory tuition fee, re-enroll the academic year with a low grade, regardless of whether in previous academic years they interrupted due to an uncertified semester or re-enrolled due to a low grade.

Students of the specialties of regulated professions have the right to choose another lecturer or examination committee already at the liquidation session. Permission is granted by the Vice Rector for Academic Affairs after a motivated proposal from the Dean of the faculty.

(12) Students from the specialties in the FOSZG, MF and MK who have certified their pre-graduate internship, but have not passed all state exams, may appear during the next state exam session. Postponement of state exams is allowed for valid reasons after submitting an application, no more than 2 years.

12. CONTROL AND ASSESSMENT OF THE ACQUIRED KNOWLEDGE AND SKILLS

Art.26 (1) The form of control of the acquired knowledge is determined in the curriculum. The assessment is carried out by the lecturer who conducted the lecture course.

(2) Students are admitted to exams only with a certified semester, paid semester fee and an exam protocol issued by the educational information center. Students with conditional certification are not admitted to an exam only in the discipline for which they have not received a signature. In any academic discipline, a student may be exempted from an exam; be admitted to an exam with a preliminary assessment from ongoing control; be not admitted to an exam in the regular exam session.

(3) The forms of testing and assessment of students' knowledge and skills are defined in the curricula and programs. The exam is a form of assessment of knowledge and skills and is conducted in writing, except when the specifics of the course and/or module require otherwise. The written exam may be supplemented with an oral one to further refine the assessment. In the presence of both sessional and ongoing assessment, the relative weight of the written semester exam on the assessment is 0.4. The written materials from the knowledge and skills test are stored for a period of no less than one year from its conduct. For students of the specialty "Medicine" - the semester exams /practical and theoretical/ are conducted by a commission chaired by a habilitated person.

(4) The current assessment is formed by at least two assessments. The method and terms of their implementation are announced at the beginning of the semester. In the presence of both sessional and current assessment, the relative weight of current control over the assessment is 0.6.

For students in the specialties in the professional field of "Medicine", "Healthcare" and "Public Health", planned and unplanned forms of ongoing control of their theoretical and practical training are provided.

1. The colloquium is a planned form of ongoing control of the theoretical preparation of students. There cannot be more than two colloquiums per semester for each individual discipline. The grade from the colloquium participates in shaping the final grade for the discipline.

2. The planned ongoing control of practical training is carried out through the certification of protocols of exercises conducted and attestations (points) collected from clinical or other practical activities performed.

3. Unplanned forms of ongoing control are brief oral questioning, examination or development of a preparation, and examination of patients.

4. The implementation of the semester current control schedule is mandatory for both students and lecturers. Responsibility for the overall implementation of the current control schedule lies with the heads of the main units.

(5) The defense is a form of completion of a course project or practice and is conducted by the respective supervisor.

(6) The assessment under para. 4 and 5 shall be carried out during the semester, and under para. 3 - during the regular examination session. Poor grades under para. 3 and 4 shall be corrected during a remedial session, and under para. 5 - at a time agreed upon with the examiner.

(7) The examination sessions for regular students are determined in the schedule of the educational process. The regular examination session is scheduled after the semester during which the training in the discipline was conducted. Two remedial examination sessions are also scheduled - the first immediately after the regular examination session, and the second - before the start of the new academic year. The schedule for conducting examinations is developed by the Educational Information Center, based on the applications of the student groups with proposals, taking into account the capabilities of the teachers. The applications of the student

groups with the dates and times for the examination, signed by the respective examiner, are submitted to the Educational Information Center within the deadline specified by the center. The individual examinations in the regular session are arranged so that there are no less than two days between them. Semester exams are conducted in person. In exceptional circumstances, by order of the Rector, semester exams may be held in an electronic environment remotely, while ensuring a quality examination process.

(8) For students enrolled in other forms of education, four examination dates are scheduled for each discipline, with a maximum of three attempts allowed

(9) Students must take exams during the official sessions, on the dates set for their course, group, specialty, and form of study. For valid reasons, an exam may be rescheduled within the session with the approval of the head of the main unit, upon the student's written request supported by relevant documentation. Students may not take more than one exam per day during the regular examination session.

(10) When a discipline is studied in multiple parts, students may not take the exam for the next part without having successfully passed the exam (or current grade) for the previous part. If the separate parts of the discipline are studied within the same academic year, students are entitled to four exam attempts for both parts combined.

(11) Student knowledge and skills are assessed according to the six-point grading scale (whole numbers) in force in the Republic of Bulgaria, regardless of the examination method. An exam is considered passed with a minimum grade of "Average (3)." Any case of academic dishonesty during an exam shall be reported, and sanctions applied in accordance with the System for Conducting Examination Procedures..

(12) The examining teacher must submit the exam report to the Academic Information Department within 7 days of the exam date and record the grade in the specialty ledger within one month after the session. Exam reports and ledgers are kept in the Academic Information Department. In exceptional cases (illness, termination of employment, absence abroad, etc.), if the teacher cannot personally enter the grade in the ledger, he/she may authorize the head of the department to do so.

(13) Permission to retake an exam for grade improvement may be granted by the head of the main unit within the same academic year in which the discipline was studied.

(14) Exams and current grades not passed successfully during the academic year may be corrected in subsequent years. The student may appear before a different lecturer in the discipline and before another committee, approved by the department head, the head of the main unit, and the Vice-Rector for Academic Affairs.

(15) Students making use of paragraphs 13 and 14 shall pay a fee for each attempt, as determined by order of the Rector.

(16) Students may obtain information about their exam grades directly from the examining teacher, from the exam protocol stored in the Learning Information Center, or from the results published on the University website.

13. GRADUATION

Art. 27. Training for the educational qualification degree "Professional Bachelor in ..." or "Bachelor" concludes with a state examination; for the degree "Master," it concludes with either a state examination or a thesis defense, in accordance with the curriculum.

Art. 28. (1) Students who have successfully passed all semester exams and fulfilled all curriculum requirements are eligible to prepare a thesis.

(2) Students must submit an application (per standard form) to the Academic Information Department, addressed to the head of the main unit and signed by the department head and thesis supervisor.

- (3) Thesis registration is formalized by Rector's order upon the proposal of the Dean of the Faculty.
- (4) The thesis is developed under the supervision of a supervisor. A consultant may also be appointed upon the supervisor's proposal. The supervisor and consultant may be external to the University.
- (5) The thesis must present results from the student's own research. Any case of plagiarism detected during submission shall be reported, and sanctions applied in accordance with the Examination Procedures System.
- (6) The thesis is reviewed by a reviewer appointed by the department council responsible for the specialty, on the proposal of the supervisor or head of the Master's program.
- (7) If a student does not appear for thesis defense during the regular session and wishes to change the supervisor and topic, a fee must be paid, calculated according to the remuneration due to the new supervisor.

Art. 29. (1) Students who have fulfilled all curriculum requirements are admitted to the state exam or thesis defense. They submit an application (per standard form) to the Academic Information Department, addressed to the Dean of the Faculty and signed by the department head, supervisor, and reviewer.

- (2) Defenses are held in sessions specified in the academic schedule.
- (3) The state exam or thesis defense is conducted before a committee of 3–5 habilitated members (2 for colleges) with expertise in the specialty. The committee may include habilitated persons from other universities (for the "Master" degree – up to two), as well as specialists from the professional field. Exceptionally, lecturers holding a doctoral degree may also be included. The composition of the committee is proposed by the department, approved by the main unit council, and appointed by Rector's order. State examination committees are appointed for one academic year.
- (4) The committee meeting is valid if at least two-thirds of its members are present.
- (5) The committee evaluates the student's preparation, and in the case of a thesis defense, the student's research results.
- (6) The final grade is determined at a closed meeting of the committee, to an accuracy of 0.50, and is announced immediately after the meeting, or within three days in disputed cases.
- (7) The signed protocol of the committee shall be submitted to the Academic Information Department after the announcement of the grade.
- (8) The head of the main unit may permit a one-time re-sit of a state exam for grade improvement if the student applies within 3 days of the exam date. The re-sit is held at the next scheduled session, with a fee set by the Academic Council.
- (9) Students who fail a state exam during both the regular and remedial sessions may retake it in the next academic year upon payment of a fee set by the Academic Council.

Art. 30. (1) A diploma for an educational qualification degree is issued by the University upon successful completion of all curriculum requirements, regardless of the duration of study.

- (2) The type, content, and format of the diploma comply with the Regulation on State Requirements for Documents Issued by Higher Education Institutions.
- (3) Diplomas are awarded at a formal graduation ceremony convened by Rector's order. At the student's request, an official certificate of graduation may be issued prior to the ceremony.

14. ACCUMULATION AND TRANSFER OF CREDITS

Art. 31. (1) Credits are awarded for activities provided in the curriculum: attending lectures and exercises, independent work, passed exams and assessments, participation in practice, defended coursework or diploma work, and passed state exams.

- (2) Credits specified in the curriculum are awarded to students who:

1. have successfully completed the relevant academic discipline, practice, or coursework by exam or other form of assessment specified in the curriculum;
2. have successfully defended a thesis or passed a state exam.
- (3) Credits may be accumulated in stages according to a scheme developed by the examining lecturer and approved by the Vice-Rector for Academic Affairs.
- (4) Credits under point 2.1 are awarded by the examining lecturer; credits under point 2.2 are awarded by the state examination committee.

Art. 32. (1) A student has successfully completed an academic discipline if they have attended the required sessions and passed the forms of control specified in the curriculum.

(2) A student has successfully completed a semester if, along with semester certification, they have accumulated 30 credits; and an academic year if, along with two semester certifications, they have accumulated 60 credits.

(3) Credits are distributed among disciplines in accordance with the curriculum of the specialty.

(4) Students in the "Professional Bachelor" or "Bachelor" degree programs are awarded 10 credits for passing a state exam. Master's students are awarded 15 credits for passing a state exam or defending a thesis. Medical students are awarded 15 credits for passing the five state exams (3 credits each): Internal Medicine; Surgical Diseases; Obstetrics and Gynecology; Pediatrics; and Hygiene, Infectious Diseases, Epidemiology, and Social Medicine.

Art.33. (1) Credits for educational activities (courses, internships, coursework) conducted at a basic unit of the university or at another higher education institution shall be recognized in the following order:

1. The student submits an academic transcript to the Academic Information Department.

2. The teacher of the relevant or similar discipline recognizes the exam if the volume and content of the educational material match at least 80%. For students of the specialties "Medicine", "Nurse", "Midwife", "Rehabilitation" and "Pharmacist Assistant" - the head of the department recognizes the exam in the relevant discipline if the volume and content correspond to the Unified State Requirements.

3. The recognition of the credit is carried out by the permanent specialized commission at the relevant main unit upon a recognized grade and on the basis of the hours indicated in the academic transcript. In case of refusal to recognize a grade, credit is not recognized and the student takes an equivalency exam.

(2) The recognition of exams and credits is certified by the signatures of the lecturers and the members of the permanent specialized committee.

(3) The head of the main unit approves the equivalency and recognized exams in the student's individual curriculum and determines the course of study.

(4) A permanent specialized commission for credit recognition shall be established at each main unit by order of the rector upon proposal of the head of the unit.

Art. 34. The accumulated credits are entered in the main documents issued by the University , including those equivalent to the European Credit Transfer System (ECTS).

15. STUDENT MOBILITY

Art. 35. Students have the right to transfer to another specialty, to another faculty and to another higher education institution (including outside the country), as well as to transfer from one form of education to another.

Art. 36. (1) Transfer of students from one specialty to another and from one form of education to another is permitted upon completion of a semester of an academic year and no later than the beginning of the next one.

(2) A decision to relocate shall be made by:

1. the head of the main unit, if the other specialty is within the same unit;
2. the Vice-Rector for Academic Affairs , after consultation with the heads of the two main units, if the specialty is in another main unit;
3. Vice-Rector for Academic Affairs for transferring students from one form of education to another.

(3) No later than two weeks before the beginning of the academic year, students who request a transfer shall submit a request to the Academic Information Department (accompanied by the necessary documents) to the official under para. 2.

Art. 37. (1) Transfer to or from another higher education institution in the Republic of Bulgaria is possible after a semester-long academic year has been completed. Students submit an application to the Rector at the Academic Information Department.

(2) Upon permission to transfer to another higher education institution, an academic transcript shall be issued, which shall note the obligations arising from the curriculum for which credits have been awarded, as well as other documents at the request of the higher education institution.

(3) Upon permission to enroll at the University, students who transfer from another higher education institution shall submit to the Academic Information Department an academic transcript, an order for deregistration from the higher education institution due to transfer to another higher education institution, and upon decision of the Academic Council, other documents.

Art. 38. The student status of the transferred students - course of study, equivalency exams, etc., is determined by the head of the receiving main unit.

Art. 39. In the event of a transfer, the exams passed shall be considered valid if the number of hours in the same subject is not less than 80% of that provided for in the curriculum and its content is identical.

Art.40.(1) A Bulgarian citizen who has acquired student rights at a foreign higher education institution, upon returning to the country, may continue his/her education at the University after submitting an Application for recognition of a period of study in accordance with the Regulations for the Recognition of Acquired Higher Education and Completed Periods of Study at Foreign Higher Education Institutions .

(2) Bulgarian citizens who have acquired student rights in foreign higher education institutions,
may continue their education at the University subject to Art. 37, para. 1 and 3
of these regulations. The training period is recognized according to the Regulations for
recognition of acquired higher education and completed degrees in
foreign universities.

Art. 41. The additional conditions determined by the main units of the University are reflected in the Rules for transferring students from one specialty to another and from one form of education to another, adopted by the Council of the main unit.

Art. 42. Special cases not covered by this section shall be decided by the rector.

16. ADDITIONAL RELEVANCE FOR STUDENTS

Art. 43. (1) Students, state order, who are complete orphans, in a disadvantaged situation and with reduced working capacity of 70 and over 70 percent, military invalids or who were raised until adulthood in homes for raising children deprived of parental care, do not pay a semester fee.

(2) Students, state order, from the second semester of their studies, who are in a disadvantaged situation and have reduced working capacity below 70%, pregnant women, mothers with children up to 6 years of age, mothers with many children and those undergoing medical

examination, pay a semester fee in the amount of 85% of the specified for the specialty, if the monthly income of a member of their family is up to one minimum wage for the country. The documents proving the monthly income of a member of the family, as well as which persons are considered members of the student's family, are mentioned in *the Rules for granting scholarships, awards and grants at the University "Prof. Dr. Asen Zlatarov"*.

(3) With the permission of the head of the basic training unit, the students under para. 1 and para. 2 are also entitled to the following benefits:

1. to use permanent sessions;
2. not attend up to 50% of the classes scheduled under the curriculum;
3. to attend classes in some disciplines with part-time students;
4. Due to the specifics of the training, students of the specialty "Medicine" may use a relaxed training regime, but with making up for all missed classes. Heads of departments are obliged to organize compensatory programs.

(4) If both parents of a child under the age of six are students, they are obliged to notify in writing the head of the relevant primary unit which of them will benefit from the benefits under para. 3.

(5) Students who benefit from exemptions under paragraphs 1 and 2 shall annually certify their social status with a medical certificate, certificate or other equivalent document.

17. EARLY TERMINATION

Art. 44. (1)) Students, upon their request, may complete their studies early.

(2) Students who have accumulated all credits for the previous years and have an average grade of at least "very good (5.00)" from the previous year are entitled to early graduation. An application for early graduation is submitted to the Academic Information Department after prior coordination and approval by the head of the department. The educational process is carried out according to a schedule that is developed by the head of the department, coordinated with the head of the main unit and approved by the rector.

18. REMOVAL, WRITE-OFF AND RECOVERY

Art. 45. (1) A student shall be expelled from the University in the following cases:

1. providing false data on the basis of which he was admitted to the higher education institution, or falsifying documents regarding his student status - for a period of one year;
2. systematic failure to fulfill obligations under the curriculum or the regulations of the higher education institution - for a period of one year;
3. conviction of imprisonment for a committed intentional crime of a general nature – for the period of imprisonment.

(2) Students under paragraph 1 shall automatically restore their rights after the expiration of the suspension period.

Art. 46. (1) A student shall be deregistered from the University upon:

1. successful completion of the training course;
2. leaving at one's own request;
3. transfer to another higher education institution;
4. if 2 years after completing the semester he has not graduated. The two-year period expires after the date for the first appearance at the state exam/diploma defense.
5. if he/she has not registered to continue his/her studies within six months after the expiry of the period for suspension or interruption;
6. if he/she has interrupted his/her studies for a period longer than that specified in Art. 25, para. 4.

(2) Students who have been deregistered under para. 1, items 4 and 5 may apply once for the restoration of student rights only in the same specialty and form of study no earlier than one and no later than four years after deregistration. The rights are restored after successfully passing the student candidate exam. Restored students are admitted outside the state-subsidized admission for the relevant year.

1. Persons who have been deregistered under Article 46, paragraph 1, item 4, shall restore their student rights once within the period regulated by the curriculum under which they were trained.

a) those restoring student rights for the purpose of appearing in a state examination session with all taken semester exams, have the right to appear in a state examination session - regular or remedial, within one calendar year from the date of restoration. For the restoration of student rights, persons pay an administrative fee in the amount determined by order of the rector.

b) those restoring student rights for the purpose of appearing for a state examination session by previously passing untaken semester exams must complete their obligations under the curriculum within two calendar years from the date of restoration. For the restoration of student rights, persons shall pay an administrative fee in the amount determined by order of the rector. For each appearance for a semester exam, persons shall pay an administrative fee in the amount determined by order of the rector.

2. The persons who have been dismissed under Art. 46, para. 1, item 5, shall restore their student rights once within the period stipulated in the curriculum of the course in which they have been admitted. The exams they have successfully passed and the credits accumulated before their dismissal shall be recognized in the appropriate order. For the restoration of student rights and recognition of a period of study, individuals pay an administrative fee in the amount determined by order of the rector. For each of the semesters until the end of their studies, the student who has restored their rights pays a semester fee. Interruption of studies is not allowed.

3. The restoration of student rights after the expiration of the regulated period shall be a one-time event according to the curriculum of the relevant degree, specialty and form of study in force in the year of restoration, and the training shall be at the student's own expense. The reinstated student shall have the exams passed before the suspension recognized and credits shall be awarded according to the curriculum according to which he/she was reinstated. For the restoration of student rights and recognition of a period of study, the persons shall pay an administrative fee in the amount determined by order of the rector.

a) students who have completed a semester with five or more failed exams from the curriculum they studied under should be enrolled in the last course of study under the curriculum in effect in the year of resumption.

b) reinstated students pay a semester fee for paid education for each semester during the period of study after reinstatement.

4. A person who has used his/her rights to restore student rights, but has not graduated within the specified period, permanently loses his/her right to graduate in this specialty.

5. In any case, students submit an application for reimbursement to the rector.

Art. 47(1) The interruption and removal, as well as the deregistration under Art. 46, para. 1, shall be carried out by order of the rector.

(2) Special cases related to interruption, removal, deregistration and reinstatement, not specified in this section, shall be decided by the rector.

19. OBLIGATIONS AND DISCIPLINARY PUNISHMENTS

Art. 48.(1) Students are obliged to:

1. to assist in raising the prestige of the University ;

2. to comply with the regulations and internal regulations of the University;
3. to prepare for and participate in classes, as well as to observe order and discipline during classes. In case of violation of order, students are removed from a class and it is considered missed for irreverent reasons;
4. to conscientiously perform tests, independent work assignments, course projects, practices, and other obligations arising from the curriculum;
5. to take their exams within the specified deadlines and in accordance with the procedure established in these regulations, as well as to refrain from dishonest acts during the examination procedure and when fulfilling their examination duties;
6. to participate actively and responsibly in the learning process;
7. to observe internal order in the educational buildings, student dormitories and canteens and on the territory of the University;
8. to protect the property of the University;
9. to pay the due fees on time;
10. to treat the management, academic staff, employees, workers and other students with respect;
11. to submit a declaration of mandatory health insurance at the beginning of each school year, as well as upon change of the declared circumstances;
12. to observe decency in clothing, consistent with their affiliation to the academic community and the prestige of the academic institution.

Art.49.(1) Students who violate the Higher Education Act and the University regulations shall be punished with:

1. note;
 2. strict reprimand and warning of expulsion from the University;
 3. expulsion from the University for one year;
 4. withdrawal from the University.
- (2) The penalties are imposed by the rector upon the proposal of:
1. the head of the relevant main unit - for educational matters;
 2. the manager of Student Canteens and Dormitories and the Student House Council - for social and household issues.
- (3) Before proposing to the rector the degree of punishment, the relevant head under para. 2, items 1 and 2 is obliged to listen to the student's explanations or accept his written explanations.

20. STUDENTS' RIGHTS

Art.50. (1) Students have the right:

1. to receive education and professional qualification, in accordance with the curriculum and state requirements;
2. to choose freely elective and optional subjects;
3. to study simultaneously in more than one specialty or to study additional courses;
4. to receive qualified assistance and guidance from teachers for the acquisition of knowledge, the acquisition of skills and for their professional and creative growth;
5. to express their free opinion regarding the quality of the educational process and administrative services;
6. to participate in scientific research activities of the University, while guaranteeing their copyright, invention and related rights and remuneration;
7. to elect and be elected to the governing bodies of the University;
8. to use student dormitories, canteens, medical services, places for recreation and tourism, discounts on travel by urban and intercity transport, as well as the entire University base for educational, research, sports, artistic and creative activities and other benefits for normal life and training;

9. to associate in educational, scientific, cultural and sports communities for the protection and satisfaction of their interests, as well as to be members of international organizations whose activities do not contradict the laws of the Republic of Bulgaria;

10. to transfer to another higher education institution, faculty, specialty, degree or form of study;

11. to take a vacation within one school year;

12. to receive scholarships;

13. to use credit to pay fees and/or for living expenses during the period of study;

14. students in full-time education until the age of twenty-six shall be provided with health insurance from the Republican budget until the first graduation date (state exam/diploma defense), according to the annual schedule for the educational process adopted by the Academic Council;

15. Foreign students are subject to health insurance according to the current regulations of the Republic of Bulgaria.

(2) For high achievements in academic, scientific research, artistic, creative, sports and social activities, students may receive:

1. praise;

2. financial remuneration;

3. gift;

4. badge of honor;

5. medal;

6. diploma

21. PARTICIPATION OF THE ACADEMIC STAFF IN THE LEARNING PROCESS

Art.51. The educational process is provided by an academic staff that includes habilitated and non-habilitated lecturers.

Art. 52. The obligations of habilitated lecturers are:

1. to be responsible for the scientific and methodological level of training, for the organization of independent work with students, postgraduates and doctoral students;

2. to deliver lectures assigned to them by the department upon the proposal of the head of the discipline in accordance with the curricula, to guide assistants, specialists, experts and doctoral students in their teaching and scientific work;

3. to guide the development of theses;

4. yes conduct consultations with students and support their independent work;

5. yes conduct exams according to the approved schedules and report the results in the established order;

6. to conduct seminars , exercises, course projects, educational and production practice in the event of a shortage of workload and to participate in examination committees for a practical exam;

7. to lead and participate in program teams for scientific research, design and other creative activities;

8. yes supervise research work of undergraduate, graduate and doctoral students;

9. to carry out the work assigned to them in the training of doctoral students and in improving the qualifications of specialists with higher education;

10. to participate in the writing of textbooks, teaching aids and other materials for the organization of the educational process;

11. to determine and head the author team for writing textbooks, teaching aids and other materials for the organization of the educational process, if they are the holders of an academic discipline;

12. to perform the tasks assigned to them by the department (section), the main unit and the University in preparing the accreditation of the specialty and the candidate student campaign;

13. yes submit proposals for changes to the content of the relevant discipline depending on the development of science and practice;

14. to determine freely the teaching methodology and the organization of practical classes in the discipline they teach;

15. to perform other tasks related to educational and methodological work, which are assigned to them by the department (section), the management of the main unit and the University.

Art. 53. The obligations of non-habilitated lecturers are:

1. to be responsible for the scientific and methodological level of training, for the organization of students' independent work and the quality of their preparation;

2. to lead the exercises (seminars and practicals) assigned to them by the department (section) upon the proposal of the head of the discipline, course and diploma design, practical training and development of diploma theses;

3. yes attend lectures as directed by the lecturer leading the lecture course;

4. to deliver individual lectures up to 30%, assigned to them by the lecturer leading the lecture course, if they hold the educational and scientific degree "doctor".

5. Up to 50% of the lecture courses in the compulsory academic disciplines may be assigned to non-habilitated lecturers with a "Master's" educational qualification degree. This applies only to the regulated specialties in the professional field of "Healthcare", educational qualification degree "Bachelor" and "Professional Bachelor in...".

6. to attend the exams of the students from the groups they teach;

7. to work to enhance their scientific and methodological training by participating in courses, specializations in Bulgaria and abroad, including during time off from work, and to maintain contact with practice;

8. yes carry out the assigned training work to improve the qualifications of specialists with higher education;

9. to participate in program teams for scientific research, design and other creative activities;

10. to conduct a lecture course when this is assigned to them by the council of the main unit upon the proposal of the head of the discipline and does not contradict the uniform state requirements for student training;

11. to perform tasks assigned to them by the department (section), the management of the main unit and the University in preparing the accreditation of the specialty and the candidate student campaign, as well as other tasks related to educational and methodological activities.

Art.54. (1) Performance of work activities outside the University is permitted only during non-working hours.

(2) On days when the duties of the other workplace must be performed during working hours, the persons under paragraph 1 shall be obliged to take leave. The head of the department (section) shall exercise control over the implementation of this provision.

Art.55. (1) If the main unit does not have a lecturer in a given discipline with appropriate qualifications, the council of the unit shall assign it to a qualified lecturer from another unit, and if there is no such lecturer at the University – to an external lecturer.

(2) If a lecturer from a given department (section) does not have the mandatory annual teaching workload, and in another department (section) there is a surplus of hours in disciplines corresponding to his qualification, the head of this department (section) takes steps to supplement his quota. The decision is made by the heads of the two main units.

(3) For the implementation of para. (1) and (2) at the end of each academic year the heads of the main units exchange among themselves requests for the necessary qualified teachers and

the teaching hours in the respective discipline. Based on this information, the teaching workload of the teachers for the next academic year is determined or supplemented. The hours worked are reported in the department (section) to which the teacher belongs.

(4) □ To improve the learning process, the inclusion and engagement of students in the learning process, the position of “student demonstrator” is introduced.

1. Student demonstrators actively assist the assistants in conducting practical exercises by demonstrating specific performances from the course material, as well as the lecturers, according to the specifics of the discipline and the applied teaching methods.

2. The Department Council annually selects outstanding students with excellent theoretical knowledge and practical skills as demonstrators. Candidates submit an application to the head of the department, and for new demonstrators a recommendation is required from the assistants who trained them. The number of hours of commitment of the student demonstrators is determined according to the student's academic workload.

3. Student demonstrators are required to regularly attend classes according to the program of the course in which they are studying.

4. Student demonstrators who have proven their commitment to the teaching and learning process receive, upon recommendation from the head of the relevant department, a certificate certifying their active participation in the teaching and learning process. Upon proposal by the head of the department, demonstrators may be awarded an award by the Dean/Director of the College and the Rector under the terms and conditions determined by a decision of the Academic Council.

Art. 56. (1) Annually, the Academic Council shall adopt a Regulation for determining the academic workload of the academic staff.

(2) Based on the schedule of the educational process, the regulation for determining the academic workload, the number of student groups and lecture streams and the proposals of the councils of the main units, the planned individual academic workload of the members of the academic staff is established by order of the rector.

(3) At the end of the academic year, the implementation of the planned individual academic employment of the members of the academic staff shall be reported by order of the rector.

Art. 57. The head of the main unit is responsible for the implementation of the curriculum and performs the following main tasks:

1. manages, organizes and controls the educational, scientific research (artistic and creative), administrative and other activities of the main unit;

2. certifies the semesters, recognizes the exams passed by them, authorizes absences and makes proposals to the rector for re-enrollment, interruption or removal and de-registration of students;

3. transfers students from one specialty to another within the main unit according to the approved planned numbers for the training of specialists in a given specialty;

4. exercises control over the heads of departments (sections);

5. signs the individual plan and report on the academic employment of the academic staff of the unit in accordance with Art. 56, para. 2.

6. performs other tasks assigned to him by the University management.

Art. 58. The deputy heads of the main unit shall perform the work assigned to them by the head of the main unit and shall be accountable to him.

Art. 59. The head of the department (section) is responsible for the quality of student training by performing the following main tasks:

1. manages and controls the academic work, teaching and production practice and scientific and research activities of the teaching staff in the department (section);

2. creates an organization for the lecturers from the departmental (section) team to describe in the departmental (section) documentation all the hours they have worked on in the various units of the University, as well as to store copies of the examination protocols, copies of orders for examination committees, and analyses of student success.

3. controls and is responsible for the accuracy of the information under item 2;

4. authorizes the payment of overtime fees to begin when all members of the department (section) have been provided with conditions for the fulfillment of the annual academic workload;

5. signs the individual plan and report on the academic employment of the academic staff of the department (section) in compliance with the order and Art. 56, para. 2.

6. at the beginning of each semester, approves the individual schedules for the weekly employment of the lecturers from the department (section) and submits one copy of each schedule for control to the head of the main unit;

7. performs other tasks assigned to him by the management of the main unit or by the management of the University.

Art. 60. Disciplinary sanctions against academic staff are imposed by the rector, in accordance with the texts of the Higher Education Act and the Labor Code.

22. MAIN DOCUMENTS ISSUED BY THE UNIVERSITY

Art.61. The University issues the following documents for education and qualification in accordance with the Regulation on the state requirements for the content of the main documents issued by higher education institutions:

(1) Diploma for completed educational and qualification degree of higher education "professional bachelor", "bachelor" or "master" and an appendix thereto.

1. A diploma for a completed educational and qualification degree of higher education is issued after all obligations under the curriculum of the relevant specialty have been fulfilled.

2. Duplicate of a higher education diploma, when the original diploma has been lost or has become unusable (in accordance with the procedure established in the Regulation on State Requirements for the Content of the Basic Documents Issued by Higher Education Institutions, Art. 5).

3. Persons who have completed a new specialty of the relevant educational and qualification level during their studies in the first specialty shall also be issued a new higher education diploma.

4. The content of the Diploma and its appendix includes all the requisites required under Article 4 of the Regulation on the State Requirements for the Content of the Basic Documents Issued by Higher Education Institutions .

(2) European Diploma Supplement . It is a supplement to the higher education diploma and does not replace the official supplement to it. It is issued upon the student's request and in accordance with the Procedure for preparing and issuing a European Diploma Supplement at the University "Prof. Dr. Asen Zlatarov" - Burgas.

(3) A certificate of professional qualification, which is issued after training according to a specialized curriculum. It certifies the completion of a completed form of training, as a result of which a certain qualification can be acquired, but not an educational degree and specialty.

(4) Certificate of professional qualification, which is issued to pedagogical staff from the public education system.

(5) Certificate of professional-pedagogical qualification. It is issued to pedagogical staff who have completed a one-year professional-pedagogical specialization .

(6) Certificate of additional training or specialization. It is issued after additional training or specialization in various forms of qualification improvement.

(7) Certificate of successful completion of a preparatory course for specialized and language training in Bulgarian for foreigners - students, postgraduates and doctoral students.

(8) The following shall be issued to trainees:

1. Student ID card.

2. Academic transcript. Issued upon request. It reflects the results of the student's education at each stage. The transcript serves academic mobility and the recognition of periods of study. It is issued to students who are about to study at another higher education institution or study abroad. A transcript can also be issued to graduates, as well as to deregistered persons. An academic transcript is not issued to students who change majors, form of study or who will participate in student brigades.

3. Certificate. Issued upon request. The certificate certifies facts and circumstances related to the student's education. It is issued to serve before various institutions, as well as for participation in student brigades.

(9) The documents under para. 1, para. 3-para. 8 shall be issued in Bulgarian, and the document under para. 2 - in *English*.

(10) When issuing the documents, the unfilled columns shall be crossed out.

(11) The University independently determines the graphic layout and organizes the printing of the documents.

(12) The documents under Art. 61, paras. 1-7 shall be issued on forms with a unique identification number, machine-printed, a neutral watermark and other protection against forgery.

(13) The University shall submit for registration to the Ministry of Education and Science the issued sample documents. □

Art. 62. (1) The University shall maintain a general ledger and a book for registering the issued higher education diplomas.

(2) The content of the general ledger includes all the details required under Art. 16, para. 1 of the Regulation on the state requirements for the content of the main documents issued by higher education institutions. General ledger details are maintained as follows:

1. The results of the training (credits awarded and results of the exams taken, current grades, etc.) - from the respective teacher.

2. Graduation results (passed state exam or thesis defense - grades, credits, etc.) - from the chairman of the state examination committee.

3. All other details – from the experts in the educational and information department.

(3) The diploma registration book includes all the details required under Art. 16, para. 2 of the Regulation on the state requirements for the content of the main documents issued by higher education institutions and is maintained by the experts in the educational information department.

(4) The control over the maintenance of the general ledger is carried out by the head of the relevant basic training unit, and the maintenance of the diploma registration book - by the director of the educational and information department.

Art. 63. (1) For students, the documents under Art. 61, para. 1, item 1 and item 3, para. 2 and para. 8, item 1 shall be issued free of charge, and the documents under para. 1, item 2, para. 3-7 and para. 8, item 2 and item 3 shall be issued upon request against payment of fees determined by the Academic Council.

(2) Persons who have been dismissed or suspended from the University for a certain period of time shall pay fees determined by the Academic Council for the issuance of the necessary documents.

FINAL PROVISION

§ 1. These regulations shall enter into force on 01.02.2012. They shall repeal the “Regulations on the Academic Activities of the University "Prof. Dr. Asen Zlatarov", adopted by the Academic Council on 01.08.2005, as well as the texts of the other regulations of the University that contradict them in their part concerning academic activities.

The Regulations were adopted by the Academic Council on January 26, 2012 with Protocol No. 5.

Updated on 23.05.2013 with Protocol No. 25

Updated on 06.11.2014 with Protocol No. 44

Updated on 18.02.2016 with Protocol No. 11

Updated on 24.03.2016 with Protocol No. 12

Updated on 08.02.2018 with Protocol No. 41

Updated on 26.09.2019 with Protocol No. 63

Updated on 25.02.2021 with Protocol No. 23

Updated on 23.06.2021 with Protocol No. 27

Updated on 21.10.2021 with Protocol No. 31

Updated on 19.05.2022 with Protocol No. 42

Updated on 05.06.2024 with Protocol No. 21

Updated on 22.05.2025 with Protocol No. 37

Technical Secretary:

(Assoc. Dr. P. Stefanova)

Secretary:

(Assoc. Prof. Dr. P. Milusheva)