

Burgas State University 'Prof. Dr. Assen Zlatarov'

ORDER

№ Teaching and Learning Process (TLP) - 271 / 07.07.2026.

Subject: *Conduct of Online Entrance Examinations in Biology, Chemistry, and English for Admission to the Medicine Programme taught in English*

Resolution of the Academic Council (Item 3 of Minutes No. 59 / 27. 03. 2026)

I HEREBY ORDER:

The appointment of Online Admissions, Data Processing, and Online Examination Committee:

Chair: Assoc. Prof. Dr. Radovesta Stewart

Members:

1. Dimo Drosev
2. Martin Peychev
3. Vanya Toneva – Examination Invigilator
4. Slaveya Sarieva – Examination Invigilator
5. Desislava Kondova – Examination Invigilator

The entrance examinations shall be conducted via the Moodle platform on 30.07.2026. Simultaneously, applicants shall join the BigBlueButton platform, through which remote video surveillance will be carried out by the examination invigilators.

Schedule:

- Biology – Start time: 10:00 a.m. (Bulgarian time). Applicants must be logged in and ready by 9:30 a.m. Duration of the examination: 60 minutes.
- Chemistry – Start time: 1:00 p.m. (Bulgarian time). Applicants must be logged in and ready by 12:30 p.m. Duration of the examination: 60 minutes.
- English Language (B1 Level) – Start time: 3:00 p.m. (Bulgarian time). Applicants must be logged in and ready by 2:30 p.m. Duration of the examination: 60 minutes.

The examinations shall be conducted under the following conditions:

1. The online examinations shall be recorded for archival and reference purposes via the BigBlueButton platform.
2. Each applicant must position their webcam in such a way as to display their surroundings, and must maintain an active video and audio connection, enable remote screen sharing and messaging, and ensure a functioning microphone, headphones, and stable internet connection.
3. The invigilators shall verify the identity of the applicants using their passports.
4. Applicants shall not engage in any actions that compromise the integrity or confidentiality of the examinations. Such actions include, but are not limited to:
 - Recording any part of the examinations for reference or other purposes;
 - Providing or receiving assistance during the examinations;
 - Accessing the internet for any purpose other than taking the examination;

- Communicating with third parties in the room, by telephone, mobile phone, email, or any other online channel;
 - Providing false identity information or having another person take the examination on behalf of the applicant.
5. The content of all online examinations is confidential and remains the property of Burgas State University “Prof. Dr. Assen Zlatarov”. Applicants are prohibited from sharing, publishing, or reproducing any part of the examination in any form, whether written, oral, or electronic.
 6. Any applicant wishing to appeal against the examination result may do so in writing to Burgas State University “Prof. Dr. Assen Zlatarov” within seven (7) calendar days of the announcement of the results. The appeal shall be submitted online to the following email address: appeal@uniburgas.bg.
 7. In the event of suspicious results or conduct, Burgas State University “Prof. Dr. Assen Zlatarov” reserves the right to temporarily disqualify the applicant.
 8. In the event of suspicion that an applicant is attempting to engage in irregular conduct, the applicant shall be asked to stop the examination process, and the examination shall be deemed invalid and the result annulled. The circumstances shall be recorded in an invigilator’s report.
 9. Applicants shall submit their answers to the examination questions by clicking the “Submit” button.
 10. Immediately after the completion of the examination, the Chair of the Online Admissions, Data Processing, and Online Examination Committee shall send a file containing the applicants’ names, the start and end times of their participation in the examination, and the answers to the Chair of the Examination Committee for the respective subject.
 11. Based on this information, the Chairs of the Examination Committees shall prepare examination reports containing the results of the examination participants.
 12. The examination results shall be published on the University website under the respective system number of each applicant.

A copy of this Order shall be served to the Head of the Academic Information Office (AIO) and to the members of the Commission for Conducting the Written Examination, as well as to the Examination Assessment Committee, for information and implementation.

I hereby assign the control over the implementation of this Order to the Vice-Rector for Teaching and Learning Process (TLP).

Rector:

Prof. Sotir Sotirov