

**MEDICAL UNIVERSITY
SOFIA**

REGULATIONS

**FOR THE PREPARATION AND CONDUCT OF
THE 2025/2026 ACADEMIC YEAR**

**APPROVED BY PROTOCOL No. 15 of 25.09.2025 of the
THE ACADEMIC COUNCIL OF THE MEDICAL UNIVERSITY – SOFIA**

SOFIA, 2025

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REGULATIONS FOR THE PREPARATION AND CONDUCT OF THE 2025/2026 ACADEMIC YEAR

SECTION ONE

GENERAL PROVISIONS

Art. 1. The regulations for the preparation and conduct of the academic year govern the management and organization of the educational process, as well as the regulation of student status at the Medical University of Sofia, in accordance with the requirements of the current legal framework and the Regulations on the Organisation and Activities of the University.

Art. 2. The Regulations are adopted and approved annually by the Academic Council of MU-Sofia. Amendments, modifications, and additions thereto may be made by decision of the Academic Council.

Art. 3. The education of students at the Medical University of Sofia is organized and provided in accordance with the laws and regulations of the Republic of Bulgaria, the Regulations on the Structure and Operation of the University, and these Regulations.

Art. 4. Medical University – Sofia organizes and provides education of students who have completed their secondary education in the following educational and qualification degrees (EQD) "Professional Bachelor in...", "Bachelor" and "Master".

Art. 5. The education of students at MU-Sofia is state-funded or self-funded.

Art. 6. Students admitted to state-funded places and students studying on a self-funding basis have equal rights and obligations in the educational process.

Art. 7. The education of students in regulated professions at MU-Sofia is conducted in a full-time form.

Art. 8. Lectures, practical classes, seminars, and internships are compulsory at the Medical University of Sofia.

Art. 9. The University may also conduct part-time (extramural) or distance forms of education by a decision of the Academic Council for specialties in non-regulated professions, in accordance with the Higher Education Act and the current normative framework.

Art. 10. Full-time education may also be conducted on a modular form.

Art. 11. Graduates of the various forms of study acquire the same educational and qualification degree if they have fulfilled the state requirements, covered the required number of credits, and have been educated according to the curriculum of the respective specialty.

Art. 12. The distance education form is equivalent to the full-time education form in terms of the content of the curriculum and the required number of credits for the respective specialty and educational qualification degree.

Art. 13. Distance learning may also include in-person session, which are held at the main units of MU-Sofia and cannot exceed 30% of the full-time form of study for the given specialty.

SECTION TWO

SPECIAL PART

1. FACULTY OF MEDICINE

MEDICINE

Art. 14. Instruction in Bulgarian is conducted as follows: for students from the 1st to the 3rd year – lectures are held **in two lecture streams**; from the 4th to the 6th year – lectures are held in three/four lecture streams; practical classes are conducted in between 20 and 32 groups, depending on the number of students and in accordance with a decision by the Faculty Council of the Faculty of Medicine.

Art. 15. Instruction in Bulgarian for students from the 4th to the 6th year is conducted according to a modular (cyclic) system, with an exam taken after completion of an entire cycle according to the curriculum, as well as continuously, throughout the academic year.

Art. 16. Instruction in English for students from the 1st to the 3rd year is conducted in two lecture streams per course, from the 4th to the 6th year – lectures are held in three lecture streams, practical classes are conducted in between 20 and 42 groups depending on the number of students and in accordance with the decision of the Faculty Council of the Faculty of Medicine.

Art. 17. Instruction in English for students from the 4th to the 6th year is conducted on a modular (cyclic) system, with an exam taken after completion of a full cycle according to the curriculum, as well as continuously, throughout the academic year.

Art. 18. Each semester/cycle ends with its validation by the respective Department of Education.

Art. 19. A SECOND MASTER'S DEGREE IN MEDICINE may be obtained after obtaining a first Master's degree in Dental Medicine or Pharmacy. The second Master's degree in Medicine is self-funded, full-time, with a duration of six years according to the curriculum for the specialty of Medicine.

2. FACULTY OF DENTAL MEDICINE

DENTAL MEDICINE

Art. 20. Instruction in Bulgarian is conducted with lectures for dental medicine students held in a single lecture stream and practical classes in 16 groups.

Art. 21. Instruction of Dental Medicine students in English is conducted in one lecture stream, and the practical classes - in up to 12 groups, with no more than **12** students per group, according to a decision of the Faculty Council of the Faculty of Dental Medicine.

Art. 22. A SECOND MASTER'S DEGREE IN DENTAL MEDICINE may be obtained after obtaining a first Master's degree in Medicine or Pharmacy. Education for a second

Master's degree in dental medicine is self-funded, full-time, with a duration of 6 years according to the curriculum for the specialty of Dental Medicine.

3. FACULTY OF PHARMACY

PHARMACY

Art. 23. Instruction in Bulgarian is conducted with lectures for pharmacy students held in a single lecture stream, and practical classes from the first to the fifth year held in up to 16 groups of no more than 12 students per group.

Art. 24. Additional specialisation education during the Industrial Pharmacy and Clinical Pharmacy courses is conducted from the 6th to the 9th semester in 2 groups, with the ranking of interested students based on their performance from the 1st to the 5th semester.

Art. 25. Instruction in English is carried out in up to 12 groups of no more than 12 students per group.

Art. 26. A SECOND MASTER'S DEGREE IN PHARMACY can be obtained after obtaining a first Master's degree in Medicine or Dental Medicine. The second Master's degree is self-funded, full-time, with a duration of 5 years according to the curriculum for the specialty of Pharmacy.

Art. 27. A SECOND MASTER'S DEGREE in the specialty "Health Technology Assessment with Pharmacoeconomics" is a full-time program with the option of distance teaching by foreign lecturers.

4. FACULTY OF PUBLIC HEALTH

"PROF. DR. TSEKOMIR VODENICHAROV, MD".

Art. 28. Students are educated in the following specialties at the The Faculty of Public Health "Prof. Dr. Tsekomir Vodenicharov, MD":

- "Nurse", "Midwife", "Physician Assistant", and "Kinesiotherapy" at the EQD "Bachelor" in a full-time form of study;

- "Public Health and Health Management", "Health Care Management" at the EQD "Bachelor" in full-time and part-time forms of study;

- "Public Health and Health Management", "Strategic Management of Pharmaceutical Operations", "Occupational Medicine and Work Ability" at the EQD "Master" in part-time and distance learning forms;

- "Public Health and Health Management" and "Health Care Management" at the EQD "Master" after EQD "Bachelor" in part-time form of study;

- "Health Care Management" and "Clinical Trials Management" at the EQD "Master" in part-time form of study;

- "Medical Rehabilitation and Balneology" and "Aesthetic Care" at the EQD "Master" – in full-time form of study (*pursuant to §5 and §32, para. 2 of the Transitional and Final Provisions and Art. 42, para. 1, item 1 (a), item 2 (b) and para. 6 of the Higher Education Act and Decisions of the Academic Council of MU-Sofia of 01.07.2014 and 11.02.2016*)

Art. 29. Specialising in the field of study of students after the second year in the specialty "Public Health and Health Management" at the educational and qualification degree "Bachelor", full-time and part-time form of education.

(1) MANDATORY REQUIREMENTS:

- 1.1. Eligibility for specialised studies - students who have successfully passed the exams in the compulsory academic disciplines of the first and second years curriculum and have acquired the right to proceed to a higher year.
- 1.2. Students are entitled to choose a field of study (education profile) after completing the second year, based on their average grade for the first two years of study.
- 1.3. The average grade (score) is calculated as the arithmetic mean of the grades from the semester exams for the first and second years.
- 1.4. Conditional exams are included in the calculation of the ranking score by being equated to a failing grade (2.00).
- 1.5. Applications to the Dean for participation in the ranking for a field of study are submitted after the successful completion of the summer and resit exam sessions.
- 1.6. Students are required to list their preferences for ranking of the fields of study in descending order.
- 1.7. Applications are also submitted by students who are due to appear for the annual resit examination session.
- 1.8. Students who have not submitted an application within the specified deadlines are automatically classified according to their score in the field with remaining vacant places.

(2) RANKING:

- 2.1. Ranking is carried out in accordance with the approved planned places for the respective field, based on:
 - the order of preference for classification by field of study indicated by the student.
 - the average grade from the first two years of study.
- 2.2. **The education of students is conducted** in one lecture stream, and the practical classes and seminars are conducted in groups of up to 12 students.

5. Subsidiary "Prof. Dr. Ivan Mitev" – Vratsa

Art. 30. Education at the Subsidiary "Prof. Dr. Ivan Mitev" – Vratsa is based on a cyclical system with theoretical and practical modules. The distribution of students into groups is carried out by an inspector in the Subsidiary's Department of Education.

Art. 31. Lectures with students in the specialties "Nurse", "Midwife", and "Physician Assistant" in the EQD "Bachelor", in full-time form of education, are held in a single lecture stream, while practical classes, seminars, and clinical practice are held in groups of up to 12 students. For a course with 15 students, education is conducted in a single group.

Art. 32. When students from the group interrupt their studies during the semester, the group is retained regardless of the reduced group size.

Art. 33. The transfer of students from one group to another is carried out with the permission of the Director.

Art. 34. Merging two or more groups and conduct classes simultaneously by one teacher **is not permitted.**

6. Medical College "Yordanka Filaretova" – Sofia.

Art. 35. Education in all specialties at the Medical College "Yordanka Filaretova" is conducted in full-time form.

Art. 36. The number of streams for lecture courses is determined by the Board of Directors of the Medical College in accordance with the thematic plans and programs, and the number of groups is in accordance with the number of students per specialty and course, with a minimum of 5 students per group, with the exception of "Massage therapist with visual impairment," where the minimum number of students per group may be three.

7. DEPARTMENT OF LANGUAGE TRAINING AND SPORTS (DLTS)

Art. 37. The Department of Language Training and Sports (DLTS) organizes and conducts language and specialized training in Bulgarian or English languages for foreign citizens in accordance with the requirements of the Ordinance on the State Requirements for the Admission of Students to Higher Education Institutions in the Republic of Bulgaria.

Art. 38. The preparatory academic year for foreigners (in Bulgarian or English) is conducted in two semesters – winter and summer, in accordance with the Regulations for the preparation and conduct of the preparatory academic year in Bulgarian and English for foreign citizens at DLTS. The start of the Education in the respective language begins between 3 November and 28 November 2025. Lectures in the respective language are conducted in one lecture stream, and practical classes are conducted in the respective administrative groups. The education lasts a minimum of 9 months.

Art. 39. During the preparatory 2025/2026 academic year, foreign citizens from third countries and citizens of EU and EEA member states are trained at the Department of Language Training and Sports.

Art. 40. The preparatory academic year for the specialties of Medicine, Dental Medicine, and Pharmacy concludes with combined examinations in English or Bulgarian language, Biology, and Chemistry (in English or Bulgarian), which are equivalent to the entrance examinations and are in accordance with the published Self-study Guide for the preparation of foreign citizens for the respective academic year.

Art. 41. Foreign citizens from third countries may study at DLTS for the specialties of the Faculty of Public Health "Prof. Dr. Tsekomir Vodenicharov, MD" by completing a 9-month language and specialized course in Bulgarian or English.

Art. 42. Foreign citizens from third countries may study at DLTS in the specialties of the Medical College "Yordanka Filaretova" by completing a 9-month language and specialized course in Bulgarian.

Art. 43. The preparatory academic year for these students ends with the following exams

- A written and oral exam in Bulgarian, which is taken at DLTS.
- Exams taken at the Medical College "Yordanka Filaretova":
 - A. Written exam on "Motivation for providing healthcare to those in need."
 - B. For the **Dental Technology** specialty, there is also an exam in Modeling.

Art. 44. Those who successfully complete the preparatory academic year receive a Certificate of Completion of a Language and Specialized Course in accordance with Art. 19 of the Ordinance on the State Requirements for the Admission of Students to Higher Education Institutions in the Republic of Bulgaria.

Art. 45. Having successfully passed the exam, candidates, foreign citizens are issued orders for enrollment in their chosen specialty on the basis of Art. 20 of the same Regulation, after they present the certificate under Art. 19.

Art. 46. Language training for students

(1) The study of the Bulgarian language for foreign students majoring in Medicine is for a period of 2 semesters, and for students studying in English (intensive Education) - 6 semesters;

- For students majoring in Dental Medicine - 4 semesters;
- For students majoring in Pharmacy - 2 semesters;

(2) The study of Latin language for Medicine, Dental Medicine, and Pharmacy lasts for 2 semesters, and for the Medical College - 1 semester;

(3) The study of a foreign language for Bulgarian students of Dentistry and Pharmacy - 2 semesters.

Art. 47. Sports

(1) Sports for the specialty **Medicine** is modular education within 30 academic hours during the first semester and 30 academic hours during the second semester;

(2) For the specialty Dental Medicine, it is modular education within 30 academic hours;

(3) For the specialty Pharmacy - 60 academic hours during the first and second semesters of the first year;

(4) For the specialties at the Faculty of Public Health "Prof. Dr. Tsekomir Vodenicharov, MD" and the Subsidiary "Prof. Dr. Ivan Mitev"-Vratsa, sports education is 180 academic hours;

(5) For students from the Medical College "Y. Filaretova" - 150 academic hours.

DISTRIBUTION OF STUDENTS INTO STREAMS AND GROUPS

GENERAL PROVISIONS

Art. 48. The distribution of students into groups and the preparation of schedules shall be carried out solely and exclusively by the experts in the Educational Departments of the Faculties.

Art. 49. The number of students in Bulgarian and English language training groups for preclinical, diagnostic disciplines and clinical disciplines shall be up to 10 students per group.

(1) If, after the transfer (or re-enrollment) of Bulgarian and foreign students studying in English, the number of students increases to more than 10 per group, additional groups shall be created, depending on the possibilities of the schedule and the decision of the Faculty Council.

(2) When additional groups are created, the schedules for the classes shall be adjusted in a timely manner by the of the Dean's Offices.

(3) Students are not allowed to transfer from one group to another after the start of the academic year.

(4) Merging two or more groups and conduct classes simultaneously by one teacher **is not permitted**.

(5) The number of lecture streams is determined only by a decision of the Faculty Council.

(6) For the Faculty of Medicine, starting from the third year, if necessary, new clinical groups shall be formed due to the transition to clinical education in university hospitals.

SECTION THREE

STRUCTURE AND ORGANIZATION OF THE EDUCATIONAL PROCESS

Art. 50. The Rector of the Medical University of Sofia manages all activities related to the organization of student education in accordance with the curricula adopted by the Faculty or Director Councils, which are approved by the Academic Council (AC) of MU-Sofia.

Art. 51. The Vice Rector for Academic Affairs exercises direct management and control over the educational activities at MU-Sofia.

Art. 52 The management of MU-Sofia develops a comprehensive strategy for the quality of education, in line with the national strategy for higher education in the Republic of Bulgaria, and ensures appropriate conditions for the effective functioning of the quality management system in order to implement the defined policy and fulfill the obligations to students and society.

Art. 53. The following have been approved by the Academic Council of MU-Sofia:

- University Commission for Management and Evaluation of the Quality of the Educational Process.
- Quality commissions in the main structural units of the University;
- Quality Officer at the Department/Specialty level;

Art. 54. In connection with the systemic management of the quality of education, the university management ensures:

- conducting ongoing monitoring of the educational process in the faculties, subsidiaries, and colleges;
- mandatory exchange of information and feedback with students;
- measuring and monitoring satisfaction of the stakeholders with MU graduates;
- adherence to the principle of transparency towards stakeholders and teaching staff by providing information on existing problems in the educational process, measures taken, and results achieved;
- conditions for informing and guiding students about the opportunities that MU-Sofia offers for education, development, and creation of specialists.

Art. 55. The Rector exercises control over the activities of the University Commission for Management and Evaluation of the Quality of the Educational Process, and may assign tasks to it and monitor their execution, sanction its members through administrative procedures, and make changes to its composition.

SECTION FOUR

SCHEDULES FOR ACADEMIC CLASSES AND EXAMINATION SESSIONS

Art. 56. The schedules for classes and examination sessions are drawn up by the Departments of Education of the faculties, the Subsidiary "Prof. Dr. Ivan Mitev"-Vratsa, and the Medical College "Yordanka Filaretova"-Sofia, in coordination with the Department of Education at the Rector's Office of MU-Sofia.

(1) The schedules for classes and examination sessions at the Faculty of Dental Medicine, Faculty of Pharmacy, and Faculty of Public Health "Prof. Dr. Tsekomir Vodenicharov, MD" **must be coordinated with** the Department of Education of the Faculty of Medicine with regard to the use of lecture halls on the premises of the Medical and Biological Complex / MBC /.

(2) The schedules for classes shall be published by the Department of Education of the respective faculty, branch, or college 10 days before the start of the semester.

(3) The readiness and maintenance of the classrooms for teaching students in the University Hospitals is the responsibility of the executive directors of these hospitals.

(4) The schedules for the use of lecture halls and classrooms shall be coordinated and approved by the Department of Education of the Rector's Office.

Art. 57. Schedule of classes and examination sessions for the 2025/2026 academic year:

(1) WINTER SEMESTER: from 15.09.2025 to 30.12.2025

Opening of the academic year for first-year Bulgarian students - 15.09.2025.

1.1. Winter semester for fourth-year students in Medicine:

Bulgarian students – from 15.09.2025 to 10.03.2026

Foreign students – from 15.09.2025 to 10.03.2026

1.2. Winter semester for fifth-year students in Medicine:

Bulgarian students – from 15.09.2025 to 24.02.2026

Foreign students – from 15.09.2025 to 26.02.2026

1.3. Winter semester for sixth-year students majoring in Medicine:

Bulgarian students – from 15.09.2025 to 27.02.2026

Foreign students – from 15.09.2025 to 27.02.2026

Pre-graduation internship: from 16.03.2026

1.4. Winter semester – English language training for first-year students (Medicine, Dentistry, and Pharmacy) from **20.10.2025 to 06.02.2026.**

1.5. Winter semester for preparatory academic year at DLTS – start: between **03.11.2025 and 28.11.2025** /depending on the formation of groups after the arrival of students who have received a D-type visa/.

(2) January examination session from 06.01.2026 to 06.02.2026.

2.1. For students who have completed the semester in 5th year of the Faculty of Pharmacy - extended to **13.02.2026.**

2.2. January examination session for 1st year students studying in English: from 09.02.2026 to 20.02.2026.

2.3. February Resit examination session for students completing their fifth semester at the Faculty of Pharmacy – **16.02.2026 – 27.02.2026.**

2.4. February Resit examination session for students completing their semester at the Faculty of Public Health "Prof. Dr. Tsekomir Vodenicharov, MD" – **from 09.02.2026 to 13.02.2026.**

2.5. February Resit examination session for students completing their semester in the third year at the Medical College "Yordanka Filaretova" in Sofia – **from 09.02.2026 to 20.02.2026.**

(3) SUMMER SEMESTER from 23.02.2026 to 05.06.2026.

3.1. Summer semester for fourth-year students in Medicine

Bulgarian students – from 11.03.2026 to 30.07.2026

Foreign students – from 16.03.2026 to 31.07.2026

3.2. Summer semester for fifth-year students in Medicine

Bulgarian students – from 25.02.2026 to 30.07.2026.

Foreign students – from 27.02.2026 to 31.07.2026.

(4) June examination session from 09.06.2026 to 10.07.2026.

4.1. For courses with 5 or more exams in the curriculum or with a large number of student groups, the session shall be extended.

4.2. The exam dates are determined by the Deans, and the departments ensure the exam dates from the first to the last day of the exam session, regardless of any objective circumstances that may arise.

4.3. Students in specialties "Medicine", "Nurse", "Midwife", and "Physician Assistant" are entitled to a two-week resit examination session for semester exams before entering their pre-diploma internship.

4.4. The resit examination session for students who have completed their third year in the specialties "Nurse", "Midwife", and "Physician Assistant" will be held
From 13.07.2026 to 24.07.2026.

(5) September resit examination session from 24.08.2026 to 11.09.2026.

SECTION FIVE

CREDIT ACCUMULATION AND TRANSFER SYSTEM

Art. 58. On the basis of Art. 44a of the Higher Education Act and in accordance with Regulation No. 21 of 30.09.2004 of the Ministry of Education and Science, a credit accumulation and transfer system is introduced for all students of MU-Sofia.

Art. 59. A credit is a numerical measurement of student workload. It is awarded to students who have received a positive grade, not lower than satisfactory/average 3 (according to BG grading scale), for acquired knowledge and skills as provided for in the curriculum, through an exam or other form of assessment.

Art. 60. Every student shall attend the needed number of courses to earn the required number of credits. Only courses that cover the required credits for the year shall be recorded in the Faculty's Main Register. Students of the Faculty of Medicine (FM) are not allowed to take more than two modules in one foreign language.

Art. 61. After completion of the respective elective module (course), its supervisor shall submit a report to the Vice Dean for Academic Affairs, coordinated with the head of the

department, on the successful completion of the module (course) with a list of students and shall record their participation in the Faculty's Main Register.

Art. 62. Elective modules (courses) shall be considered completed and the department's teaching hours recognised towards workload when a minimum of 10 students have been enrolled and registered after completion of the module (course) in the Faculty's Main Register.

Art. 63. Credits shall be awarded to students for participation in scientific research activities, publications in Bulgarian and foreign journals, and participation with a presentation of their own research at congresses and conferences.

Art. 64. Credits shall be awarded to students for participation in one of the following sports activities (according to approved rules and regulations) organized by the Sports Sector at DEOS: sports-training and competition activities from the sports calendar of the University Sports Association, the intra-university sports league, and off-site training.

Art. 65. According to the programs and module programs announced and approved by the Faculty Council, 1 credit is awarded for 25 to 30 academic hours.

Art. 66. Upon proposal of the Dean of the Faculty (Director of the Subsidiary or College), and by order of the Rector of MU-Sofia, specialized commissions shall be appointed to recognize credits and periods of study acquired at another higher education institution.

Art. 67. The decisions of the specialized commissions for each specific case shall be sent by the Department of Education of the respective Faculty to all Departments that will participate in the education of students, for information and implementation.

Art. 68. For the Faculty of Medicine (FM), the topics of the elective modules, academic hours, credits, and course leader, accompanied by the relevant programs, are approved by the Department and Faculty Council and announced on the official website of the Faculty of Medicine. Departments may announce one topic for an elective course in a given subject or module.

Art. 69. Interdisciplinary elective courses/modules are proposed for approval by the Faculty Council with coordinating signatures of the heads of the respective departments.

Art. 70. In accordance with the curricula of the individual specialties, students are required to accumulate the necessary/required number of credits from compulsory disciplines, elective courses/modules, training practice (clinical internship), pre-diploma internship, clinical practice, and state examinations during their studies.

SECTION SIX

ONGOING ASSESSMENT

Art. 71. Ongoing assessment is a mandatory part of students' academic work. The forms of ongoing assessment used to evaluate students' preparation and learning outcomes depend on

the specific characteristics of each faculty and academic discipline, the available material and technical resources, and the size of the student groups.

Art. 72. Forms of ongoing assessment.

(1) **The planned forms of ongoing assessment** are carried out during regular classes in a test format and include all checks that require prior preparation by students on the main sections of the taught material.

(2) **Planned ongoing assessment** of theoretical knowledge is carried out at a colloquium.

(3) **Planned ongoing assessment** of practical training is carried out by verification of protocols from completed practical classes and obtained marks (points) during clinical or other practical activities.

(4) **Unplanned forms of ongoing assessment** include oral quiz, examination or preparation of a specimen, and examination of patients.

Art. 73. Organization of ongoing assessment

(1) **When developing the curriculum** for each discipline, the number and forms of ongoing assessment, their sequence, the scope of the lessons to be learned and assessed, and the time in academic weeks for their implementation shall be determined.

(2) **Planned forms of control (colloquia)** cannot exceed two per semester for each individual discipline.

(3) Holding more than three planned forms of assessment for different disciplines is not permitted **within one calendar week**.

(4) **In distance learning**, the forms of ongoing assessment of students' knowledge are similar to those in face-to-face learning, but are carried out remotely in an electronic environment.

(5) **The grade from the ongoing assessment** is entered in the student record card (study notebook) and is reflected in the final assessment.

(6) **In departments requiring practical work**, validation is granted upon completion of a minimum amount of practical work, and not based solely on attendance.

(7) **Class attendance** must be recorded in the student's record (**this does not apply to the Faculty of Public Health "Prof. Dr. Tsekomir Vodenicharov, MD"**).

(8) **Departments teaching students under the modular system** must record class attendance in the study notebooks or in the student record card (**this does not apply to the Faculty of Public Health "Prof. Dr. Tsekomir Vodenicharov, MD"**).

(9) **Department heads are required** to ensure the development and strict adherence to the schedule for ongoing assessment.

(10) **Department heads** shall indicate reference materials in the syllabus for the respective discipline, with at least one of them being an officially published textbook.

SECTION SEVEN

INDEPENDENT STUDY ACTIVITIES

Art. 74. The Deans of the faculties shall require the heads of departments to develop and submit a program for students' independent study activities by the beginning of the academic year. The program shall specify the sources for preparation of the respective classes, topic-specific elective courses for students in the respective discipline, and work with student research clubs.

Art. 75. For the Faculty of Medicine, independent study activities for students include independent work in the library, self-study, joint scientific work with lecturers, participation in scientific clubs, etc.

Art. 76. For the Faculty of Dental Medicine, independent study activities with students include independent work in a library, technical room, or laboratory (*in accordance with Art. 44a, para. 4 of the Higher Education Act*), distance self-study, conducting topic-specific elective courses in various disciplines, scientific clubs, joint participation with faculty in scientific projects and developments.

Article 77. For the Faculty of Pharmacy, independent study activities include independent work in a library or laboratory (in accordance with Article 44a, paragraph 4 of the Higher Education Act), distance self-study, conducting topic-specific elective courses in various disciplines, scientific clubs, joint participation with faculty in scientific projects and developments.

Art. 78. For the Faculty of Public Health "Prof. Dr. Tsekomir Vodenicharov, MD," the Faculty of Pharmacy, and Subsidiary "Prof. Dr. Ivan Mitev" – Vratsa, coursework is an independent study activity.

Art. 79. For Subsidiary "Prof. Dr. Ivan Mitev" – Vratsa and the Medical College "Yordanka Filaretova" - Sofia, the participation of faculty in out-of-class activities, as well as in scientific clubs activities, is included in the criteria for assessing teaching activities during their attestation. Supervision of coursework is considered an out-of-class activity.

SECTION EIGHT

CONDITIONS, ORDER, AND PROCEDURE FOR CONDUCTING EXAMINATIONS

Art. 80. Examination procedures shall be organized and conducted in accordance with the regulations of MU-Sofia (Art. 44, para. 1 and para. 2 of the Higher Education Act).

Art. 81. Forms of assessment – written exams, oral exams, tests, term papers (essays/reports).

(1) **Courses studied in more than one semester** shall be completed with an examination in the last semester (without an ongoing grade).

(2) **Ongoing grades** are awarded during the academic year.

Art. 82. The types of examination sessions are:

(1) January regular examination session;

(2) June regular examination session;

- extended January and June sessions

(3) September resit examination session

(4) state examination session (First regular state examination session and Second resit state examination session).

(5) **For students of the Faculty of Medicine studying under a modular/cyclical system**, the types of examination sessions are: regular session after completion of the entire

course in a given discipline, cyclically during the academic year for a certain number of groups, and September resit examination session.

(6) The right to an extended session is granted to pregnant students and mothers with children under 6 years of age, patients with chronic illnesses, as well as those who become seriously ill during the regular session, upon presentation of a sick note or medical certificate not later than one day after the last exam date. Students shall submit a written application for an extended session to the Dean of the respective main unit.

(7) The right to an extended session is also granted to students with serious family reasons, certified in an appropriate manner, but not later than one day after the last exam date. Students shall submit a written application for an extended session to the Dean of the respective main unit.

(8) The extended examination session shall be held within one week after the last date of the regular session.

(9) Students studying under a modular/cyclical system are entitled to take the exam on the dates set for the following cycles.

Art. 83. Students are admitted to the September resit examination session and to an additional session with all unpassed exams.

Art. 84. An additional examination session shall be authorized by order of the Rector of MU-Sofia, upon proposal by the Dean of the respective faculty/the Directors of Subsidiary "Prof. Dr. Ivan Mitev" – Vratsa and the Medical College "Yordanka Filaretova" – Sofia/.

Art. 85. Each appearance for an additional session, as well as at semester exams to improve the grade, shall be paid as follows:

(1) BGN 60/EUR 30.68 for appearing for an exam by a Bulgarian student and a foreign student studying in Bulgarian (under Council of Ministers Decrees 103 and 228);

(2) BGN 90 / EUR 46.02 for appearing for an exam by foreign students.

Art. 86. For each additional exam date, the following fees shall be paid to the examination board:

(1) For a semester exam for Bulgarian students and foreign students studying in Bulgarian (according to Council of Ministers Decree 103 and Council of Ministers Decree 228), the following shall be paid:

- **15 BGN** per qualified person per student examined;
- **10 BGN** per non-habilitated person per examined student.

(2) For semester exams for foreign students, the following fees shall be paid:

- **25 BGN** per qualified person per student examined;
- **15 BGN** per non-qualified person for each student examined;

Art. 87. Making up for missed practical classes is permitted for valid reasons, certified by a relevant document.

(1) Up to two absences in a given discipline, permission to make up the missed classes is given by the Head of the relevant department. When the absences are not consecutive, applications for making up the missed classes are submitted after each of the missed classes.

(2) For three consecutive absences in a given discipline, permission to make up the missed classes shall be granted by the Vice Dean for Academic Affairs of the faculty, based on a written application submitted through the head of the department, not later than three days after the absences.

(3) In case of more than three absences from classes in a given discipline, but not more than 1/3 of the total number of classes, the lecturer shall notify the Vice Dean for Academic Affairs of the respective faculty in writing through the Head of the Department. Based on a written request from the student, the Dean shall submit the student's case to the Dean's Council for a decision. Based on a written request from the student, the Dean shall propose a solution to the student's situation to the Dean's Council.

(4) In case of absences exceeding 1/3 of the curriculum, based on a written request from the student, the Dean shall propose a solution to the student's situation in a report to the Rector.

(5) After approval by the Dean's Council, Bulgarian students **and foreign students admitted under Council of Ministers Decree No. 103 and Council of Ministers Decree No. 228** may make up for missed practical classes by paying a fee of BGN 15 / 7.67 euros per academic hour, of which 9 BGN is paid to the lecturer. Foreign students studying in English pay a fee of 30 BGN / 15.34 euros per academic hour, of which 20 BGN is paid to the lecturer. Students who have missed classes for valid reasons (pregnant students, mothers with children under 6 years of age, or for health reasons) do not pay a fee for making up the classes.

(6) Make-up of practical classes are allowed in the week immediately following the absences or not later than the penultimate week of the semester.

(7) The make-up of the exercise is conducted by the assistant leading the exercise for the respective group to which the student belongs.

(8) The ongoing assessment performed during the make-up of the practical classes shall be entered in the student's notebook or control card, noting the name of the assistant with whom the exercise was made up.

(9) Medical students studying under a modular/cyclical/system who have three absences may make them up with the permission of the Vice Dean on the basis of a written application submitted to him.

(10) The heads of clinical departments shall organize the make-up of missed practical classes, including during on-call shifts and during the time allotted for exam preparation.

(11) Students of the Faculty of Public Health "Prof. Dr. Ts. Vodenicharov, MD" in the specialties "Midwife", "Nurse", "Kinesiotherapy", and "Physician Assistant" who have been absent from clinical practice for up to three days may make up for their absences with the permission of the Head of the respective department.

(12) Students of the Faculty of Public Health "Prof. Dr. Tsekomir Vodenicharov, MD", Subsidiary "Prof. Dr. Ivan Mitev"-Vratsa and Medical College "Y. Filaretova"-Sofia, who have been absent from training practice and pre-diploma internship for up to three days, may make up for the absences with the permission of the Vice Dean for Academic Affairs / Director on the basis of a request submitted to him / for the Faculty of Public Health on the basis of a written request submitted through the head of the department /.

(12.1) In case of a fail grade in training practice in a given sector, the student has the right to resit the current exam not later than one week from the day of the first appearance for the exam.

(12.2) In case of a repeated fail grade in the training practice, the student shall repeat the training practice in the relevant sector by the end of the semester.

(12.3) In case of a subsequent fail grade in the training practice, the student shall interrupt the semester due to poor performance and shall re-enroll in the semester interrupted due to poor performance in the following academic year.

(13) Students who are absent for valid reasons, certified by a relevant document or accepted as valid reasons at the discretion of the Vice Dean for Academic Affairs / Director,

shall complete the training practice and pre-diploma internship on Saturdays, Sundays, during night shifts, and during the time set aside for exam preparation.

Art. 88. The semester examination committees shall consist of no more than two habilitated persons and no more than one non-habilitated person.

(1) For the Faculty of Medicine, "Semester examination committees for disciplines comprising more than one component discipline (specialty) shall consist of no more than three habilitated persons and no more than two non-habilitated persons."

(2) For the Faculty of Public Health "Prof. Dr. Tsekomir Vodenicharov, MD": The semester examination committees shall consist of no more than 3 habilitated persons and no more than 1 non-habilitated person.

Art. 89. Examination committees for conducting **state examinations** in regular, resit, or additional sessions involving more than one discipline shall consist of no more than four (4) habilitated persons.

(1) The state examination committees shall include a Chairperson and no fewer than two other habilitated persons who have a recognized specialty.

(2) For the Faculty of Dental Medicine: the state examination committees shall include three habilitated lecturers / a chairperson and two members who have a recognized specialty in the subject taught and / one assistant - Decision of the Academic Council of 19.09.2017 /

(3) The state practical and theoretical examinations for students in the educational and qualification degree "Professional Bachelor" in the specialties of the Medical College are conducted by committees chaired by habilitated persons.

Art. 90. The examination committees for semester and state examinations shall be determined **on a random basis** for each student group.

Art. 91. The committees for conducting semester exams shall be appointed by order of the Deans of the faculties / Directors of the Subsidiary "Prof. Dr. Ivan Mitev" – Vratsa and the Medical College "Yordanka Filaretova"/ upon proposal by the Heads of the respective departments.

Art. 92. The committees for conducting state examinations shall be appointed by the Rector of MU-Sofia upon proposal by the Deans of the faculties / Directors of the Subsidiary "Prof. Dr. Ivan Mitev" – Vratsa and the Medical College "Yordanka Filaretova"/.

Art. 93. Each appearance for an additional session of a state examination, as well as at a state examination to raise the grade, shall be paid as follows:

- BGN 90 / EUR 46.02 / for appearing for a state exam by Bulgarian students and foreign students studying in Bulgarian (according to Council of Ministers Decree 103 and Council of Ministers Decree 228).

- 120 BGN / 61.36 EUR / for appearing for a state exam by foreign students.

Art. 94. For each additional exam date for the state exam for Bulgarian students and foreign students studying in Bulgarian (according to Council of Ministers Decree 103 and Council of Ministers Decree 228), the habilitated lecturers from the exam commission receive 20 BGN / per assistant from the FDM - 5 BGN. - Decision of the Academic Council of 19.09.2017 /.

Art. 95. For state examinations of foreign students in regular, resit, and additional sessions, qualified lecturers from the examination board shall be paid BGN 25 per assistant from the FDM – BGN 5. Decision of the Academic Council of 19 September 2017.

Art. 96. All students at MU-Sofia are entitled to two attempts at an exam in one discipline per academic year – one attempt in the regular session and one attempt in the resit examination session.

Art. 97. Students who have taken the regular and/or resit examination session are admitted to the additional session.

Art. 98. Attendance at the examination session is permitted upon presentation of a student book with a validated semester to the respective Education Department.

(1) The semester validation is recognized when it is done not later than the beginning of the exam session.

(2) The validation is based on the fulfillment of the obligations under the curriculum and program and no more than three documented absences from classes and presentation of a document for the made-up missed classes.

Art. 99. The examination sessions for the specialty "Medicine" from the 1st to the 3rd year and all other specialties are held in groups, **on dates** according to a schedule approved by the Dean of the respective faculty.

Art. 100. Appearance for an exam for Medicine students after the 3rd year is carried out after the end of the respective cycle, validated in the Dean's Office, in groups, on dates determined on a random basis.

Art. 101. Students majoring in Dental Medicine are not entitled to a conditional exam in preclinical dental disciplines, and if they fail such an exam, they re-enroll with a low grade and, after paying the statutory fee, repeat the same course in the following academic year. They shall attend classes in the disciplines in which they have not passed the exams, and only for these disciplines shall a new semester validation be required.

Art. 102. Students from the Faculty of Pharmacy have the right to appear for exams no more than 6 times in each of the special disciplines for the entire period of study.

Art. 103. Students shall be admitted to exams only with examination protocols issued by the Dean's Offices.

Art. 104. Students are not allowed to take more than one exam **on the same day**.

Art. 105. It is not permitted to take an exam in a single discipline more than once during the regular, resit, and additional examination sessions.

Art. 106. Appearance for exams to raise a grade is permitted after paying the fee specified in these Regulations, only once for a given subject, and only when the grade received for which permission to take the exam to raise it is requested is different from a Fail grade (2).

(1) Permission is granted on the basis of a written refusal by the student of the grade received, submitted to the Vice Dean for Academic Affairs not later than the day following the exam.

(2) **Taking an exam to raise a grade from a State Exam** is permitted after payment of the fee specified in these Regulations, once for a given discipline and after a written refusal of the grade with an application to the Dean, not later than the day following the last exam of the regular session.

(3) **A second appearance for an exam to raise a grade from a State Exam is not permitted.**

Art. 107. Students from the Faculty of Medicine take grade-raising state examinations in the next state examination session for the discipline or during the resit state examination session.

Art. 108. The exams shall include a mandatory written part, which shall be kept for a period of not less than one year from the date of the respective exam (Art. 44, para. 2 of the Higher Education Act).

(1) **When the written part of the exam is a test**, it cannot be a basis for admission or non-admission to the next part of the exam in the respective discipline.

(2) **The departments in the Faculty of Dental Medicine in the Faculty of Pharmacy** have the right to include in the exam an entrance test for admission to the next part of the exam. It is a mandatory requirement that the department officially publish sample tests.

(3) Students may appeal **the written parts of the exams** by submitting an application to the Dean of the respective faculty not later than 24 hours after the exam has been held, and such appeals shall be considered in accordance with a procedure approved by the Faculty Council.

(4) **For students in the specialties "Nurse", "Midwife", "Kinesiotherapy", and "Physician Assistant" for the Bachelor's degree program at the Faculty of Public Health "Prof. Dr. Tsekomir Vodenicharov, MD"** the exams in the special and clinical disciplines shall be conducted with a mandatory written and oral part.

Art. 109. Practical and theoretical examinations shall be conducted by a committee chaired by a habilitated person.

(1) **For the Faculty of Dental Medicine:** Practical and theoretical examinations shall be conducted by a committee chaired by a habilitated person or, as an exception, by a lecturer with an educational and scientific degree of "doctor" in the respective scientific specialty and a recognized specialty in the discipline taught.

(2) **For the Medical College "Yordanka Filaretova"-Sofia**, semester exams may also be conducted by non-habilitated persons.

Art. 110. The exam grade shall be entered in the exam protocol, the student's record book, the student's card, and the departmental journal immediately after the exam (**this does not apply to the Faculty of Public Health "Prof. Dr. Tsekomir Vodenicharov, MD"**). Together with the examination protocols, the grade shall also be entered in the Main Register on the same day or not later than 24 hours after the examination by a habilitated lecturer who is a member of the examination committee.

Art. 111. Only for the Faculty of Public Health "Prof. Dr. Ts. Vodenicharov, MD" the departmental journals for lectures and practical classes are in electronic form. At the end of the semesters, they are printed and signed by the lecturers.

Art. 112. In cases when the exam grades cannot be submitted within 24 hours after the exam for objective circumstances **resit examination sessione**, the exam grades shall be submitted

during the following working week by a habilitated lecturer who is a member of the examination board.

SECTION NINE

REGULATION OF STUDENT STATUS

Art. 113. Student status shall be determined by order of the Rector of the Medical University of Sofia, based on a report by the Dean of the relevant faculty or the Directors of the Subsidiary "Prof. Dr. Ivan Mitev" – Vratsa or the Medical College "Yordanka Filaretova" - Sofia.

Art. 114. The Rector of the Medical University of Sofia shall make the final decision on all matters related to the admission, suspension of studies, withdrawal (deregistration), dismissal, and transfer of students (Art. 32, para. 1, item 4 of the Higher Education Act).

Art. 115. Every student shall have a personal student book. The student book is an official document that must be maintained in good order and kept by the student until the end of their education.

(1) In case of loss or theft of the student book, the student is obliged to report the case to the Dean's Office within 24 hours.

(2). A duplicate student book shall be issued upon fulfillment of the above conditions and after payment of an administrative service fee of BGN 15 (EUR 7.67), as determined by the Academic Council and included in the Rector's Order.

(3) In all cases related to the violation of the integrity of the student book, replacement of the photograph in the book, lending it to another student for the purpose of taking an exam, and others, the Dean/Director shall submit a report to the Rector proposing a consideration of the student's status.

Art. 116. At the Medical University of Sofia, all academic classes (lectures, classes, seminars, and training practice) are mandatory.

Art. 117. Students at MU-Sofia shall fulfill all obligations under the approved curricula for their education.

Art. 118. Interruption of studies is permitted by the Rector after a report from the Dean of the respective faculty (Director of the Branch/College) based on a written application from the student, to which documents certifying the grounds for suspension shall be attached.

Art. 119. Interruption of studies during the course of study is permitted for the following reasons: health reasons, pregnancy and maternity, family or social reasons.

Art. 120. Administrative suspension due to poor academic performance, unverified semester, and financial reasons (failure to enroll within a specified period) is permitted only once for each of the reasons during the period of study for a period of one academic year, with retention of student active status.

(1) Students with an unverified winter semester interrupt the academic year and, after paying the statutory fee, re-enroll in the same course from the beginning of the next academic year.

1.1. These students are not entitled to attend classes or take exams during the academic year they have interrupted. **During the period of suspension**, students are entitled to appear for unpassed exams from previous years.

(2) Students with an unverified summer semester interrupt the academic year and, after paying the statutory semester fee, re-enroll in the same course from the summer semester of the following academic year.

2.2. These students are not entitled to appear for the September resit and additional sessions for the subjects from the regular June session, but do have the right to appear for exams only for subjects from the regular January session, **as well as to take the conditional exams from previous years.**

(3) Students studying under a modular/cyclical system who have not verified a cycle or cycles shall re-enroll in the course in the following academic year with the right to take exams only in the verified cycles, **as well as to take the conditional exams from previous years.**

(4) Students enrolled in the Bachelor's degree program in the specialties "Midwife", "Nurse", "Physician Assistant", and "Kinesiotherapy" at the Faculty of Public Health "Prof. Dr. Tsekomir Vodenicharov, MD", Subsidiary "Prof. Dr. Ivan Mitev" – Vratsa, and students of the Professional Bachelor's degree program at the Medical College "Yordanka Filaretova" - Sofia, who have not verified their clinical practice in the respective department, cannot continue their practice and interrupt the academic year due to an unverified semester by an order of the Rector upon a report from the Dean of the faculty (Director of the Subsidiary / College).

Art. 121. Interruption for health reasons:

(1) Students who, due to health reasons, have three or more unpassed exams by the end of the resit examination session in September and by the end of the additional sessions, but have submitted a written application to the Dean with an attached relevant document certifying the illness, shall interrupt the academic year for health reasons.

(2) Students who, due to serious health reasons requiring long-term treatment, certified by an attached medical document, (translated and legalized for foreign students) have three or more exams left from the September resit and additional session, shall submit a written application to the Dean for interruption due to illness.

(3). In case of prolonged illness, the Rector of MU-Sofia may allow a interruption of studies for up to three academic years for the entire period of the student's education without the right to take exams. In this case, students may continue their education only if the reason for the interruption is proven to have ceased.

Art. 122. Interruption due to pregnancy and maternity:

(1) Pregnant students and mothers with children up to six years of age may interrupt their education for up to two consecutive years for each child. Until the child reaches the age of six, they shall benefit from a facilitated study regime.

(2) Students who are mothers with children under the age of 6 studying in specialties "Midwife", "Nurse", "Physician Assistant", and "Kinesiotherapy" at the Faculty of Public Health "Prof. Dr. Tsekomir Vodenicharov, MD", are allowed up to 30% absences only from the lecture course, as the exercises and clinical practice are mandatory.

(3) At the Medical College "Yordanka Filaretova" in Sofia, pregnant students and mothers with children under the age of six are entitled to be absent from up to one-third of the lectures after submitting an application to the Director with the relevant documentation attached.

(4) Each educational unit of MU-Sofia, depending on the specifics of the training it provides, assesses what the facilitated study regime may be.

Art. 123. Interruption for social or family reasons:

(1) **Interruption for social or family reasons** is permitted after completion of an academic year **only once** during the course of study for a period of one academic year with retention of student active status.

(2) **Interruption for social or family reasons** for students in one-year master's programs is permitted only once during the course of study for a period of one academic year with retention of student active status.

(3) **As an exception**, interruption for social or family reasons is permitted after completion of the academic year once for each of the above grounds during the course of study for a period of one academic year with retention of student active status.

(4) **Students who have interrupted their studies for health, family, or social reasons** and who have a verified semester and cycles for the academic year are entitled to take exams in the year of suspension in accordance with the curriculum.

(5) **Bulgarian students enrolled in the first year under a state order** are not entitled to interruption for financial, social, or family reasons during their first academic year.

Art. 124. Conditional (provisional) enrollment of students at MU-Sofia

(1) **Students who have not completed the semester and**, after the resit and additional examination sessions, have no more than two unpassed exams, may conditionally enroll in the next course of study.

(2) **Students educated under the cyclic system at the Faculty of Medicine** (excluding those who have completed their semesters), who remain after the resit and additional examination sessions with no more than two failed exams, may conditionally enroll in the next course after paying the relevant statutory tuition fee, and the failed exams must be successfully passed by the end of the conditionally enrolled course in accordance with the curriculum.

(3) **Students who have conditionally enrolled in a course** are entitled to take exams in the regular and resit examination sessions, as well as in an additional session against fee payment.

(4) **Conditional enrollment** in each subsequent academic year **is permitted** with no more than two unpassed exams from the previous academic year, and only when both exams are in different disciplines for each conditional enrollment.

(5) **The management of the respective Faculty**, Subsidiary, or College determines the number of exams with which students re-enroll in the course as an exception after approval by the Academic Council.

(6) **Foreign students enrolled under Council of Ministers Decree No. 103/31.05.93 and Council of Ministers Decree No. 228/20.05.97**, who have conditionally enrolled in the course, shall lose their right to a scholarship if they do not pass their conditional exams or one of them during the conditionally enrolled academic year.

(7) **Students in the specialty of Medicine** cannot continue to the fourth year until they have successfully passed all exams from the first and second years.

(8) **Students in the specialty of Dental Medicine** are not eligible for a conditional exam in preclinical dental disciplines.

(9) **Pharmacy students** are allowed **conditional enrollment** for each subsequent academic year with no more than three unpassed exams in different disciplines, only if the three exams are not in the same discipline for each subsequent conditional enrollment.

Students from:

- **second year** cannot enroll in the third year with **an unpassed exam** from first year;
- **third year** cannot enroll in the fourth year with **an unpassed exam** from the second year;

- **fourth year** cannot enroll in fifth year with **an unpassed exam** from third year.

Art. 125. Students who have completed the semester and passed all exams according to the curriculum shall begin their pre-diploma internship **not later than the end of the last permitted additional exam session** of the respective academic year. Students who have not taken their exams after this date shall interrupt their studies and begin their pre-diploma internship after taking their exams within the statutory period during the following academic year.

Art. 126. Re-enrollment for the academic year.

(1) Students who, after the resit examination session and after the additional sessions, have not successfully passed the exams for the course they are enrolled in, shall re-enroll in that course due to poor academic performance (a fail grade) and, after paying the statutory fee, shall repeat the same course during the following academic year.

(2) Students who have conditionally enrolled in the course but have not successfully passed their conditional exams or one of them, after paying the full amount of the relevant statutory fee, shall re-enroll in the following academic year in the course in which the respective discipline is provided for by the curriculum.

(3) Students from the Faculty of Medicine who have conditionally enrolled in the second or third year must successfully pass their conditional exams during the conditionally enrolled academic year. If these students do not pass their conditional exams, after paying the full amount of the relevant statutory fee, they shall re-enroll in the following academic year in the course in which the respective discipline is provided for by the curriculum.

(4) Students who have failed their conditional exams in the pre-clinical subjects in the first or second year shall, after paying the full amount of the relevant statutory tuition fee, re-enroll in the following academic year in the course in which the respective discipline is provided for by the curriculum.

(5) Students from the Faculty of Medicine who have completed the semester but have failed exams shall be suspended for the period from March of the current academic year to March of the following academic year.

(6) Students who have completed the semester but who, after the resit and additional sessions, still have more than four exams to take, after paying the full amount of the relevant statutory fee, shall re-enroll for the academic year due to poor academic performance, regardless of whether they have interrupted their studies due to an unverified semester or have re-enrolled due to poor academic performance in previous academic years.

(7) Students from the Faculty of Dental Medicine who have not completed the last semester of their course and have not passed 3 or more exams after the September resit examination session and after the additional sessions shall re-enroll in the same course during the following academic year after paying the full amount of the statutory fee.

(8) Dental medicine students who have completed the last semester of their course of study and who, after the September and additional sessions, **still have one or more exams to pass**, after paying the full amount of the statutory fee, shall re-enroll for the academic year due to poor academic performance, regardless of whether they have interrupted their studies in previous academic years due to an unverified semester or have re-enrolled with poor academic performance.

(9) Students from the Faculty of Dental Medicine who have an unpassed exam in the pre-clinical dental disciplines shall re-enroll due to poor academic performance and, after paying the the statutory fee, repeat the same course in the following academic year. They attend classes in the disciplines in which they have not passed the exams and **only for these disciplines are they required to obtain a new semester certification.**

(10) Students from the Faculty of Dental Medicine who re-enroll due to poor academic performance shall attend classes in the disciplines in which they have not passed the exams, and **only for these disciplines shall a new semester verification be required.**

(11) Students from the Faculty of Pharmacy and the Faculty of Public Health "Prof. Dr. Tsekomir Vodenicharov, MD", who have completed the semester but have not taken their exams, after paying the full amount of the relevant statutory fee, shall re-enroll for the next academic year due to poor academic performance, regardless of the number of exams they have not taken and regardless of suspensions due to an unverified semester or re-enrollment due to poor academic performance.

(12) Students from the Medical College "Yordanka Filaretova" in Sofia who have re-enrolled in the course due to poor academic performance shall attend classes for the subjects in which they have failed exams and shall fulfill their obligations under the training practice.

Art. 127. Withdrawal (de-registration) and suspension of students from MU-Sofia

A student shall be withdrawn from MU-Sofia in the following cases:

- (1) Successful completion of the course of study;**
- (2) Voluntary withdrawal;**
- (3) Transfer to another higher education institution;**

Art. 128. A student shall be suspended from MU-Sofia for a specified period by an order of the Rector, based on a report by the Dean/Director, under the following conditions:

(1) Students who have re-enrolled for the academic year due to poor academic performance and who have not successfully passed the exams for the academic year for which they have re-enrolled shall be suspended for a period of **one** academic year from MU-Sofia.

(2) Students who have re-enrolled due to an unvalidated semester or unvalidated cycles in previous academic years shall be suspended from MU-Sofia for a period of **one** academic year.

(3) Students who do not complete the semester but remain after the September resit examination session and after the additional sessions with four or more failed exams shall be suspended for a period of **one** academic year.

(4) Students who have not paid the full tuition fee by the deadline (one month from the start of the semester) shall be suspended from MU-Sofia by order of the Rector for a period of **up to three** academic years.

(5) Students who have not paid their rent in the student dormitories, as well as those who have caused property damage to the educational facilities, shall not be enrolled in the respective semester until the amounts due are paid not later than seven working days from the beginning of the semester, otherwise they shall be suspended from MU-Sofia for a period of **one** academic year. The period of suspension shall be determined individually for each specific case by the Rector in the suspension order.

(6) Students from the Medical College "Yordanka Filaretova"-Sofia who have not appeared for or have failed the state exams within two years of completing the semester shall be suspended for a period of **one year** upon the proposal of the Director.

After the expiry of the period, they shall repeat the pre-diploma internship and appear to take the state examinations.

(7) In case of violation of the Regulations of MU-Sofia and the moral and ethical standards of conduct, students shall be sanctioned in accordance with the terms and procedure of the Regulations of MU-Sofia and the Higher Education Act by an order of the Rector of MU-Sofia for a period of up to **five** years.

(8) For cheating using aids, students shall be suspended from MU-Sofia for a period of **one** academic year upon a report by the Dean/Director, accompanied by a report by the lecturer in the given discipline and a report by the Head of the relevant department.

(9) For manipulating a student book, forging a student record card, falsifying a lecturer's signature, or taking an exam through a proxy, students shall be expelled from MU-Sofia for a period of **one** academic year, with reinstatement taking place after participation in and successful completion of entrance examinations.

(10) For other systematic violations of the Regulations of MU-Sofia.

(11) In the event of a conviction for an intentional crime of a general nature.

Art. 129. The reinstatement of student status shall be carried out in the following order:

(1) Not later than two weeks before the expiry of the suspension period, the student is required to submit a written application to the Dean/Director for the reinstatement of their student status and continuation of education. Foreign students may submit their applications via their university email.

(2) If no application is submitted within the specified period, the student shall be considered to have left the university of their own accord and shall be de-registered from MU-Sofia.

(3) Foreign students who have been suspended from MU-Sofia **and have not met the deadline for reinstatement of student status** within 5 academic years from the date of their suspension may reinstate their student status after submitting an application and paying the statutory tuition fee.

(4) The right to reinstate student status may be exercised on a one-time basis by submitting a written application.

(5) The reinstatement of student status cannot be decided before the expiry of the period of suspension.

(6) Students who have reinstated their student status shall fulfill all obligations in accordance with the curriculum in force at the time of reinstatement.

(7) Students whose student status have been reinstated shall be credited with all the exams taken prior to their suspension and the credits awarded for them.

(8) Students who have had their student status reinstated are required to take the exams they did not take in previous periods within the academic year in which their status was reinstated during the regulated exam sessions (resit and additional), paying the specified fee for exceptional attendance.

Art. 130. Bulgarian students admitted with state-funding, suspended from MU-Sofia, **and who have not met the deadline for reinstatement of their student status** within 3 academic years from the date of their suspension, may restore their student status studying with state-funding by successfully passing entrance exams, or may continue their education as self-funding students at the discretion of the Rector of MU-Sofia.

Art. 131. After the expiry of the three-year period from the suspension, the reinstatement of student status shall be carried out only by paying a fee equal to the fee for paid education for Bulgarian students, determined for the respective academic year and in the academic year of reinstatement, these students shall change their status to self-funding students.

Art. 132. Students from the Faculty of Pharmacy who have been suspended from MU-Sofia for 6 unsuccessful attempts in each of the special disciplines **shall have their student status reinstated after successfully passing the entrance exams.**

Art. 133. Students who have voluntarily withdrawn or have been suspended twice shall have their student status reinstated after successfully passing the entrance exams.

Art. 134 Students from the Faculty of Public Health "Prof. Dr. Tsekomir Vodenicharov, MD" in Master's programs who have not appeared for or have failed the state exam/thesis defense within one year of the end of the semester shall be suspended for a period up to one year upon proposal by the Dean. Student status shall be reinstated after the successful completion of the entrance exam.

Art. 135. Students who have not appeared for or have failed the state exam within two years of completing the semester shall be suspended for a period of one year at the proposal of the Dean (for Bachelor's and Master's degrees, part-time and full-time forms of study). Student status shall be reinstated after the successful completion of the entrance exam.

Art. 136. Students of MU-Sofia who submit falsified or false educational documents (secondary education diploma, academic transcript, student status certificate) shall be suspended from MU-Sofia for a period of five academic years in accordance with the provisions and conditions of Article 67 and Article 74, paragraph 2 of the Higher Education Act. Student status shall be reinstated after the successful completion of the university entrance examinations and participating in the general admission ranking.

Art. 137. Students are entitled to a **one-time** reinstatement of their student status, fulfilling all obligations under the curriculum and course in force at the time of reinstatement for the subjects in which they have not successfully passed their exams, and only for these subjects is a new certification required.

Art. 138. Within one week after the end of the September resit examination session and the additional examination sessions, students are required to appear at the Dean's Office of the respective faculty to clarify their student status.

Art. 139. For students who have not appeared within the one-week period, their student status shall be decided in accordance with these Regulations without the presence or notification of the absent student being mandatory.

Art. 140. Student registration at the beginning of the semester shall be carried out as follows:

(1) Students who have passed all their exams are required to register for the relevant course within one month of the start of the academic year.

(2) Students who have taken exams during an extended session, a resit examination session, or additional sessions are required to enroll in the relevant course within one week after the end of the last additional examination session.

Art. 141. All students studying at MU-Sofia shall pay **the full amount of the statutory tuition fee.**

(1) The full amount of the relevant statutory semester or annual tuition fee shall be paid by all students re-enrolling (repeating) a semester or academic year, as well as students reinstating their student active status.

(2) The full amount of the statutory tuition fee shall also be paid by all students transferred from medical high schools in Bulgaria and abroad.

(3) The amount of the respective statutory tuition fee does not depend on the curriculum or the number of subjects studied during the semester or academic year.

Art. 142. The statutory tuition fee cannot be changed except by legally established procedure.

Art. 143. The full amount of the statutory tuition fee for each semester shall be paid within one month of the start of the semester. The fee shall be considered paid only when the amount has been received in the account of the relevant academic unit of MU-Sofia.

Art. 144. The tuition fee for the semester shall be **paid** in full and all at once. Payment of the semester tuition fee in installments **is not be allowed**.

(1) Transferred foreign students who have to take additional courses in subjects they have not studied must pay, in addition to the full amount of the statutory tuition fee, an additional fee for their education in the subjects for which they require additional tuition.

(2) The amount of the fee for additional education (equivalence) for one subject is calculated by dividing the statutory tuition fee for the academic year by the total number of academic hours of all subjects in the curriculum taught in the respective course in which the additional subject is studied. The resulting "value of 1 academic hour" for the academic year is multiplied by the academic hours for the additional subject for the semester or for the academic year.

(3) When the additional education in the subject covers more than one semester, the additional amount to be paid is calculated as described in the previous point, with the calculation being performed separately for each semester.

(4) The Departments of Education shall calculate the amount of the additional payment for each foreign student transferred to the academic unit and shall prepare a report to the Dean (Director), who shall order the payment for the additional education.

Art. 145. All graduates are required to submit to the academic departments of the main units of MU-Sofia a clearance certificate confirming that they have no outstanding obligations to the Central Medical Library (CML) within the specified deadlines when submitting their graduation documents.

(1) All Bulgarian and foreign students who have expressed a desire to transfer or withdraw from MU-Sofia are required to submit a clearance certificate confirming that they have no outstanding obligations to the CML. The clearance certificate of the respective persons shall be attached to their file.

SECTION TEN

CONDITIONS AND PROCEDURES FOR ADMISSION AND TRANSFER OF STUDENTS

A. Admission of Bulgarian citizens as students at MU-Sofia

Art. 146. Bulgarian citizens are admitted as students at MU-Sofia with state funding on the basis of art. 19, para. 1, item 2 of the Regulations on the Structure and Activities of the Medical University of Sofia, art. 3, para. 1 of the Ordinance on the State Requirements for the Admission of Students to Higher Education Institutions in the Republic of Bulgaria, and art. 9, para. 3, item 6 and art. 68 of the Higher Education Act (HEA).

Art. 147. Bulgarian citizens are also admitted as students at MU-Sofia for self-funded study on the basis of art. 21, para. 2 and 3 of the Higher Education Act (HEA) and within the capacity specified in article 83, paragraph 3, item 1 of the relevant professional field or capacity of the relevant specialty of the regulated professions.

Art. 148. Bulgarian citizens may study only in Bulgarian language.

Art. 149. Bulgarian students who have been admitted and are studying on a self-funding basis under art. 21, paras. 2 and 3 of the HEA at the Medical University-Sofia may transfer to state-funded education **only** after re-participating in the next student admission campaign, successfully passing the entrance examinations, and receiving an admission score that qualifies them for state-funded education.

B. Admission of foreign citizens

Art. 150. Foreign citizens from third countries (countries outside the EU and EEA) are admitted as students at the Medical University of Sofia in accordance with the provisions of Section IV. Admission of foreigners as students in higher education institutions in the Republic of Bulgaria is governed by the Ordinance on the State Requirements for the Admission of Students in Higher Education Institutions in the Republic of Bulgaria.

(1) Documents shall be submitted in person or through an authorized representative, with a power of attorney translated into Bulgarian and verified in accordance with the relevant procedure.

(2) Foreign citizens from third countries who wish to start their education in the first year in English/Bulgarian and have obtained a Type D visa may take an exam in English/Bulgarian, Biology, and Chemistry in English/Bulgarian on the dates determined by the Academic Council for the respective year for the specialties Medicine, Dental Medicine, and Pharmacy.

(3) Foreign citizens from third countries and from the EU and EEA may be educated the specialty "Nurse" in English and the specialty "Kinesiotherapy" in English at the Faculty of Public Health "Prof. Dr. Tsekomir Vodenicharov, MD", after passing **an entrance exam in English language with a medical focus, including basic knowledge and terminology in Biology, Chemistry, and anatomy.**

(4) Foreign citizens from third countries may be educated in the specialties of the Medical College "Yordanka Filaretova" in Bulgarian after passing:

a/ A written exam on "Motivation for providing healthcare to those in need";

b/ For the specialty of Dental Technology, an exam in Modeling is also required.

c/ To be educated at the Medical College, candidates must compulsorily complete a 9-month language and specialized course in Bulgarian at the Department of Language Training and Sport (DLTS) at MU-Sofia.

Art. 151. Admission of citizens from EU and EEA member states and the Swiss Confederation

(1) Citizens of EU and EEA member states and the Swiss Confederation are admitted under the conditions and in accordance with the procedure laid down for Bulgarian citizens under article 68(7) of the Higher Education Act by taking entrance examinations in Bulgarian and being ranked on a general basis with Bulgarian citizens. **Instruction is conducted only in Bulgarian language.**

(2) Citizens of EU and EEA member states and the Swiss Confederation who apply to MU-Sofia for English-language education in the fields of Medicine, Dentistry, and Pharmacy are admitted to study on a self-funding basis under article 21, paragraphs 2 and 3 of the Higher Education Act, after taking a combined entrance examination in English language, Biology in English, and Chemistry in English, and are ranked depending on the available capacity in the respective professional field and specialty.

(3) The tuition fees for paid (self-funding) education under art. 21, paras. 2 and 3 of the Higher Education Act and art. 95, para. 9 of the Higher Education Act are regulated in Council of Ministers Decree No. 362/05.06.2025 and are approved by the Academic Council with Protocol No. 12/26.06.2025.

For the 2025/2026 academic year, the tuition fees for the specialties of Medicine, Dental Medicine, and Pharmacy are as follows:

Medicine:

Tuition for self-funding	
Bulgarian students	BGN 19,458.26 = EUR 9,948.85
Tuition fee for foreign students in Bulgarian	EUR 9,950
Tuition fee for foreign students in English	EUR 9950

Dental Medicine:

Tuition fee for self-funding	
Bulgarian students	BGN 12,812.53 = EUR 6,550.94
Tuition fee for foreign students in Bulgarian	EUR 6,550
Tuition fee for foreign students in English	EUR 10,000

Pharmacy:

Tuition fee for self-funding	
Bulgarian students	BGN 16,000 = EUR 8180.67
Tuition fee for foreign students in Bulgarian	EUR 8,000
Tuition fee for foreign students in English	EUR 8,000

(5) The fee shall be paid in two installments at the beginning of each semester as the equivalent in Bulgarian leva of the amount in euros.

(6) Exchange rate differences and bank charges shall be borne by the student.

Art. 152. Documents shall be submitted in person or through an authorized representative with a power of attorney translated into Bulgarian and verified in accordance with the relevant procedure.

Art. 153. All citizens of the EU, the EEA, and the Swiss Confederation, as well as citizens of third countries, shall submit, together with their secondary education diploma, a Certificate of recognized secondary education with grades equivalent to those under art. 9, para. 1 of Regulation No. 11/01.09.2016 on the assessment of student learning outcomes, issued by the National Center for Information and Documentation (NACID) at the Ministry of Education and Science.

Article 154. The entrance examination is combined and consists of the following components:

- **English /or Bulgarian language** – a text with a scientific focus (1-1.5 pages) with 10 multiple-choice questions, aiming to test the candidate's reading comprehension skills.
- **Biology exam** in English / or Bulgarian / (20 test questions).
- **Chemistry exam** in English / or Bulgarian / (20 test questions).

The total duration of the exam is 2 hours.

Note: If one or two components of the exam are not successfully passed, the entire exam is considered failed.

Art. 155. The results of the written papers are final and cannot be re-evaluated.

Art. 156. The admission score for participation in the admission ranking of EU and EEA citizens, Swiss Confederation citizens, and third-country citizens is calculated as the sum of the scores from the competitive exams in English/Bulgarian, the triple score for Biology in English (or Bulgarian), and the triple score for Chemistry in English (or Bulgarian). Maximum score: 42.00.

Art. 157. Having taken the combined examination in English language, Biology, and Chemistry in English, candidates from the EU, EEA, and Swiss Confederation and third-country nationals are ranked in descending order of their admission score for the desired specialty, in accordance with the number of students previously approved by the Academic Council of MU-Sofia, depending on the capacity of each professional field.

Art. 158. Candidates who are foreign citizens from third countries who have failed their exams or have not been ranked may, if they wish, enroll in a preparatory academic year at Department of Language Training and Sport (DLTS) in English or Bulgarian language programme.

Art. 159. Candidates who are foreign citizens from third countries and who study at DLTS in the preparatory academic year in Bulgarian or English shall take exams in Bulgarian/English language, Biology, and Chemistry (in Bulgarian or English, respectively) and receive a certificate of completion of a language and specialized course in accordance with Art. 19 of the Ordinance on the State Requirements for the Admission of Students to Higher Education Institutions in the Republic of Bulgaria.

Article 160. To candidates who have successfully passed the combined exam (in Bulgarian/English) and have been admitted as students foreign citizens from third countries, orders for enrollment in their chosen specialty shall be issued on the basis of article 20 of the Ordinance on the State Requirements for Admission of Students to Higher Education Institutions in the Republic of Bulgaria, after they submit the certificate under article 19.

Article 161. The English language/Bulgarian language exams held at DLTS at the end of the preparatory academic year are equivalent to the summer entrance exams in English/Bulgarian language, Biology, and Chemistry (in English or Bulgarian, respectively) and are in compliance with the published Self-study Guide for the preparation of foreign citizens for the respective academic year.

Art. 162. Admission of persons with dual citizenship.

(1) Persons with dual citizenship, one of which is Bulgarian and the other is from a country that is a member of the EU and the EEA and the Swiss Confederation, shall be admitted

under the conditions and procedure applicable to Bulgarian citizens (with entrance examinations in Biology and Chemistry for Bulgarian applicants).

(2) Persons with dual citizenship, one of which is Bulgarian and the other is from a country that is a member of the EU, EEA, and Swiss Confederation, who have completed their secondary education in the country, an EU and EEA member state and the Swiss Confederation and **wish to study in English**, shall be admitted on the basis of article 21, paragraphs 2 and 3 of the Higher Education Act with entrance examinations in English, Biology, and Chemistry in English. **After their admission, they pay an annual fee set for Bulgarian citizens admitted to study on a self-funding basis for the respective specialty according to article 95, paragraph 9 of the Higher Education Act. The amount of the fees is determined by a decision of the Academic Council and the Council of Ministers for the respective academic year.**

(3) Persons with dual citizenship, one of which is Bulgarian and the other is from a country that is not a member of the EU, the EEA, or the Swiss Confederation (third country), but who have completed their secondary education in the Republic of Bulgaria, regardless of their other citizenship, shall be admitted under the conditions and procedures applicable to Bulgarian citizens.

(4) Persons with dual citizenship, one of which is Bulgarian and the other is from a country that is not a member of the EU and the Swiss Confederation (third country), who have completed their secondary education abroad, shall pay half of the fee specified in article 95, paragraph 8 of the Higher Education Act **when they apply and are admitted under the conditions and procedures specified by the Council of Ministers, but not less than the fee specified in article 95, paragraph 4 of the Higher Education Act for the respective specialty.** By a decision of the Academic Council of 07.06.2023, **the education shall be conducted in Bulgarian language.**

C. RULES and PROCEDURE for the transfer of Bulgarian and foreign students – citizens of the EU and EEA and from third countries to the Medical University of Sofia from other higher medical schools in the Republic of Bulgaria or from abroad

Art. 163. For the continuation of the education in a regulated profession (transfer), only completed periods of education and awarded credits from education **in the same specialty of a regulated profession and at the same level of higher education** may be recognized.

Art. 164. General requirements:

(1) All students who wish to transfer to the Medical University of Sofia from another medical university in Bulgaria or abroad must have **successfully** completed at least one academic year.

(2) Candidates who have applied for transfer to MU-Sofia shall submit the following **mandatory documents to the Department of Education of the Rector's Office:**

For Bulgarian students

2.1. Application to the Rector of Medical University - Sofia according to template.

2.2. Academic transcript for at least one completed academic year.

- The academic transcript is an official educational document containing: information about the educational institution; level of educational and qualification degree; verified semesters or periods of study; instruction hours for the subjects studied and/or credits earned and form of assessment of the exams taken. The academic transcript must be legalized and have a certified translation in Bulgarian.

- If the academic transcript does not contain the number of instruction hours for the subjects studied and/or credits earned and the form of assessment of the exams taken, it is **mandatory to submit** a copy of the curricula for the subjects studied with the topics of the practical classes and lectures, and/or credits, as well as the form of assessment used. The curricula must be verified with a signature and stamp from the respective university and legalized with a certified translation into Bulgarian.

2.3. A copy of the secondary education diploma.

2.4. A letter of motivation from the transfer candidate.

2.5. Other documents, at the discretion of the transfer candidate, proving the need for transfer to MU-Sofia.

For foreign students additionally:

2.6. All necessary documents for the admission of **foreign citizens and citizens of the EU and EEA to MU-Sofia**, as specified on the official website of the university, **and a document certifying the accreditation of the higher medical school where the student has studied.**

2.7. Administrative fee for the transfer of foreign students from higher medical schools abroad in the fields of Medicine, Dental Medicine, and Pharmacy at MU-Sofia is in the amount of BGN 200 / 102.26 euros / including VAT per student for the *"Analysis and processing of academic records and/or other documents proving the educational process in higher education institutions abroad and the preparation of a "Preliminary protocol for determining the course of study."*

Art. 164 /A Deadline for submission of documents

(1) The deadline for submitting documents for the transfer of Bulgarian students is **August 20 for the year in which they wish to transfer.**

(2) The deadline for submitting documents for transfer of foreign students / EU and EEA citizens and third-country nationals / who wish to study in English at the Medical University of Sofia is **August 20 for the year in which they wish to transfer.**

(3) Academic records and/or other documents proving the educational process, submitted after the announced deadline for submitting documents for admission to MU-Sofia, shall not be accepted, considered, or have any effect.

(4) All documents submitted under item 2, subject to a positive resolution from the Rector of MU-Sofia, shall be sent with an inventory and an accompanying letter to the Deans of the faculties to determine the course in which the transferring student may be admitted.

(5) By the end of August at the latest, the Deans/Directors shall send their resolution on the admission of Bulgarian and foreign students (EU and EEA citizens and third-country nationals) to the Department of Education of the Rector's Office.

Art. 165. Transfer of Bulgarian students to the Medical University of Sofia from higher medical schools in the Republic of Bulgaria:

(1) In the case of transfer from medical universities in the country with active enrollment status, an order shall be issued for enrollment in the course determined by the Dean before the beginning of the academic year.

(2) Students who are studying with state funding are required to submit an order for withdrawal from the higher education institution in which they have been studying to the Department of Education of the Rector's Office within two weeks from the issuance of the order for enrollment at MU-Sofia.

(3) Transferring students who have not submitted an order for withdrawal within the specified period shall be withdrawn from MU-Sofia.

Art. 166. Transfer of Bulgarian students to the Medical University of Sofia from foreign medical universities in the same specialty and the same professional field of the regulated specialties.

(1) Bulgarian students who have successfully passed the entrance examination at the Medical University - Sofia in the year in which they wish to transfer to MU-Sofia may apply **for transfer from foreign higher medical schools to MU-Sofia.**

(2) **Depending on the results** of the entrance exams, they may be admitted to full-time education (state-funded) or to self-funded study under article 21, paragraphs 2 and 3 of the Higher Education Act in the same specialty and the same professional field.

(3) **If they wish to have** periods of study, credits, and exams taken **recognized** (after successfully passing the entrance exams), they shall submit an academic transcript and other documents proving the educational process from the foreign medical school from which they wish to transfer to the same specialty and the same professional field **to the Department of Education of the Rector's Office of MU-Sofia, by 29.08.2025.**

(4) **With a positive resolution from the Rector of MU-Sofia, the documents submitted** shall be sent to the Dean of the relevant faculty to determine the course.

Art. 167. Transfer of foreign students:

(1) When transferring from medical universities in the country with active enrollment status and a grade point average of no lower than Very Good and **with a positive resolution from the Rector of MU-Sofia**, an order shall be issued for enrollment in the course determined by the Dean before the start of the academic year.

(2) Candidates transferring from medical universities in the country, **but having lost their student status**, shall take a combined examination in English language, Biology, and Chemistry in English on the specified date.

(3) When transferring from medical universities abroad, candidates shall take the combined examination in English language, Biology, and Chemistry in English on the specified date.

(4) Not later than **9 September 2025**, approved students shall register to take a combined examination in English language, Biology, and Chemistry in English, which is scheduled for **16 September 2025.**

(5) After successfully passing the combined examination in English language, Biology, and Chemistry in English, an order shall be issued for enrollment in the course determined by the Dean of the respective faculty.

(6) When the applicant is from a country outside the EU and the EEA, the documents shall be submitted to the Ministry of Education and Science for the issuance of a Type D Visa Certificate. In this case, the course of study in which the applicant will be admitted shall be determined in advance in order to specify the period of stay in the country. If the student has been issued a Type D Visa Certificate by the Ministry of Education and Science, he or she shall also be enrolled to take a combined examination in English language, Biology, and Chemistry in English not later than **9 September 2025**, in order to take the exams on **16 September 2025.**

Art. 168. Procedure for issuing a resolution by the Dean of the Faculty of Medicine and determining the course of study: / Only for the Faculty of Medicine /

(1) **When preparing their resolution**, the Dean of the Faculty of Medicine shall take into account the approved capacity of the professional field and the periods of study at the Faculty of Medicine presented by the Recognition Commission in the **"Preliminary Protocol for Determining the Course of Education."**

(2) The course of education for each student shall be determined individually, according to the academic transcript submitted by him/her and other documents proving the educational process, by the Working Commission for Recognition of Periods of Study at the Faculty of Medicine, appointed by Order of the Rector, through the preparation of a "Preliminary Protocol for Determining the Course of Study."

(3) In the preliminary protocol for determining the course of education, the Commission **assesses the correspondence** between the exams successfully passed by the candidate and/or education conducted in individual disciplines **for the respective course, with those for the same course in** the Curriculum for the specialty "Medicine", while the curriculum may also be recognized in accordance with Ordinance on the Uniform State Requirements.

Art. 169. When transferring from another medical university abroad, students may be enrolled in a higher course if they have a recognized instruction hours and have successfully passed exams **in two-thirds of the subjects studied in the curriculum for the specialty Medicine.**

Art. 170. Additional conditions for transferred foreign students

(1) Transferred foreign students pay the full amount of the tuition fee applicable to for foreign nationals for the respective year of study in Bulgarian or English. If the transferred foreign student has failed exams, they shall pay an additional fee on top of the statutory tuition fee in the amount of BGN 120 / EUR 61.36 for each unpassed exam.

(2) When the transferred foreign student has unstudied course modules or studied course modules with unrecognized contact hours, they shall pay an additional fee to the statutory tuition fee.

(3) Foreign students who have voluntarily withdrawn from the Medical University of Sofia and continued their studies at another medical university in the Republic of Bulgaria may re-enroll at the Medical University of Sofia in the same specialty from which they have withdrawn, provided they have a semester verification and after paying the relevant statutory fee.

(4) In such cases, foreign students, after paying the statutory tuition fee for the respective year, shall be entitled to take the unpassed exams during the September resit examination session, and, upon payment, during the additional sessions authorized by order of the Rector upon proposal by the Dean of the respective faculty. Their student status shall be determined in accordance with the exams taken and recognized, but not later than one month from the beginning of the semester.

(5) After an order for enrollment has been issued in the event of a student's failure to appear, failure to settle financial issues, and other similar circumstances, the Dean shall propose to the Rector of MU-Sofia the settlement of the student's status in accordance with the provisions of these Regulations, on the basis of art. 44, para. 1, item 9 of the Regulations on the Structure and Activities of MU-Sofia and art. 32, para. 1, item 4 of the Higher Education Act.

Art. 171. When transferring from another medical university abroad, students may be enrolled in a higher course if they have successfully passed exams in two-thirds of the subjects studied in the curriculum, and their education shall be carried out according to an individual study plan approved by the Dean, in accordance with the Uniform State Requirements for the respective specialty.

(1) For the Faculty of Medicine, when transferring from another medical university abroad, students may be enrolled in a course determined by the Commission for the

recognition of periods of study, approved by the Rector of MU-Sofia in the Faculty of Medicine, and an individual study plan approved by the Dean.

Art. 172. Transferred students shall take equivalency exams during the exam sessions in accordance with the study plan, after fulfilling all conditions and receiving formal approval.

Art. 173. The subjects listed in the Academic Transcript shall be recognized if their curriculum corresponds to the Uniform State Requirements for the respective specialty.

(1) For the Faculty of Medicine – The recognition of periods of study, credits, and exams taken shall be carried out **after the students have enrolled in the Faculty of Medicine** by the Working Committee for the Recognition of Periods of Study at the Faculty of Medicine, appointed by Order of the Rector, **by drawing up an "Individual Study Plan,"** approved by the Dean of the Faculty of Medicine, in accordance with the Uniform State Requirements and the Curriculum for the specialty Medicine.

(2) The subjects listed in the academic transcript from another medical university abroad may be recognized by the Working Committee if their credits (or other equivalent assessment) correspond to the curriculum of the Medicine program. For subjects with a smaller number of instruction hours compared to the Uniform State Requirements in Medicine, compensatory programs, ending with a colloquium, are approved upon proposal by the heads of departments.

(3) Bulgarian and foreign students transferring from another medical university in the country or abroad to the specialty "Dental Medicine" may be admitted upon enrollment up to and including the fourth year.

Art. 174. Faculty deans are required to cross-check the authenticity of the academic transcripts submitted.

Art. 175. Students who have submitted academic transcripts with false, altered, or falsified content shall be suspended from the Medical University of Sofia for a period of five academic years in accordance with Art. 67 and Art. 74, para. 2 of the Higher Education Act.

Art. 176. Education for the acquisition of a second master's degree in a regulated profession.

(1) Bulgarian citizens with a degree in dental medicine who have enrolled to obtain a second master's degree at the Faculty of Medicine shall pay a tuition fee in the amount specified for Bulgarian citizens admitted to self-funded programs under article 21, paragraph 3 of the Higher Education Act. The duration of their Education to obtain a second master's degree in Medicine may not be less than six years and shall be in accordance with the curriculum for the specialty of Medicine.

(2) Bulgarian citizens with a degree in Medicine who have enrolled to obtain a second master's degree at the Faculty of Dental Medicine shall pay tuition fees at the rate set for Bulgarian citizens admitted to self-funded programs under article 21, paragraph 3 of the Higher Education Act. The duration of their studies for a second master's degree in Dental Medicine cannot be less than six years and shall be in accordance with the curriculum for the specialty of Dental Medicine.

(3) Graduated Bulgarian citizens in Pharmacy who have enrolled to obtain a second master's degree at the Faculty of Medicine or the Faculty of Dental Medicine shall pay tuition fees at the rate set for Bulgarian citizens admitted to self-funded programs under article 21, paragraph 3 of the Higher Education Act. The duration of their studies for a second master's

degree cannot be less than six years and shall be in accordance with the curricula for the respective specialty.

Article 177. Procedures for the recognition of periods of study and exams taken by transferred Bulgarian and foreign students.

/ Only for the Faculty of Medicine /

(1) For transferred Bulgarian and foreign students from another medical university abroad and for transferred foreign students from another medical university in the country, the Commission for the Recognition of Periods of Study (the Commission) at the Faculty of Medicine shall draw up **an Individual Study Plan**, which shall be approved by the Dean of the Faculty of Medicine.

- **An Individual Study Plan for Bulgarian students** is prepared by the Commission after the student's enrollment in the Faculty of Medicine on the basis of an application submitted to the Dean of the Faculty of Medicine, accompanied by an academic transcript and other documents proving the educational process. In the application, the student specifies which periods of study and successfully passed exams they want to be considered and recognized by the Commission.

For foreign students, the recognition of periods of study and exams taken is carried out by the Commission **without submitting an application**.

- **For foreign students studying in English**, the Individual Study Plan is prepared in Bulgarian and English.

- **The Commission reviews the Academic Transcript and other documents proving the educational process** and assesses the compliance of the instruction hours/credits/or other equivalent of assessment and confirmation of successfully completed courses in the studied disciplines (periods of study) with those in the Ordinance on Uniform State Requirements in the Republic of Bulgaria for the specialty Medicine and the Curriculum for the specialty.

- **Subjects are recognized** if their instruction hours correspond to the Ordinance on Uniform State Requirements for the specialty. Exam grades are converted to the six-point grading system adopted in Bulgaria.

- For subjects with a smaller number of instruction hours compared to those established in the Ordinance on Unified State Requirements for Medicine, the Commission determines the instruction hours of **the compensatory programs and the need to take an exam or colloquium**.

- **Transferred students take equivalency exams** during the exam sessions in accordance with the Curriculum, after fulfilling all conditions and receiving formal approval verification of their coursework.

- When the compensatory program ends with a colloquium, it is certified in the student's record book **with a grade of "pass"/"fail"** (in the case of distance learning, based on an official report submitted by the Head of the relevant department). If the colloquium is passed, the grade for the respective discipline from the academic transcript is recognized. In case of a failed colloquium, an exam is taken in accordance with the approved syllabus for the discipline, or at the discretion of the head of the department, an opportunity is given for a retake of the colloquium.

- **Bulgarian students transferred from another medical university in the country** due to compulsory education in accordance with the Ordinance on Uniform State Requirements for the specialty Medicine **are not issued an Individual Study Plan**.

- **Periods of study and successfully passed exams are recognized** according to the Academic Transcript.

- **Students are notified upon enrollment that they are required** to attend equivalency classes and take equivalency exams, if any, **during the current academic year**, in accordance with the Curriculum and the course in which they are enrolled, by entering the recognized and equivalency subjects in the student's record book and the Faculty's Main Register.

- **The Individual Study Plan approved by the Dean of the Faculty of Medicine** is provided to the student against signature and is the basis for determining the amount of additional fees for the equivalency/compensatory classes and exams (for foreign students).

- **The Individual Study Plan approved by the Dean of the Faculty of Medicine is final and cannot be appealed by the student.**

- **In case of an incorrect translation of a course**, which has led to its omission from the **Individual Study Plan** (technical error), the Commission issues an **Addendum to it**, in which only this course is entered, and submits it to the Dean for approval.

- A copy of the **Individual Study Plan approved by the Dean of the Faculty of Medicine shall be sent** to the heads of the departments where students will attend compensatory classes within **one month of the start of the academic year for the course**.

- **The Committee** is obliged to prepare individual study plans and submit them for approval by the Dean of the Faculty of Medicine at least **once a week during the first month of the academic year**.

(2) **Upon withdrawal of students** who have not conducted studies, 80% of the semester fee paid shall be refunded, with 20% of the fee retained for documentation processing.

(3) **When students who have been issued and approved an "Individual Study Plan" withdraw**, up to 70% of the semester fee paid shall be refunded.

SECTION ELEVEN TRAINING PRACTICE (CLINICAL INTERNSHIP)

Art. 178. Training practices are mandatory for all students.

Art. 179. Students in "Medicine" shall undergo training practice (clinical internship) after the second and fourth semesters for 15 calendar days, and after the sixth semester for 15 calendar days in internal medicine and surgery, in accordance with the "Program for Training Practice (Clinical Internship)", which is an integral part of the Curriculum for the specialty.

(1) **Training practices** are conducted in the University Hospitals, which are bases of MU-Sofia.

(2) **Training practices** may also be conducted in all medical institutions in the country with which MU-Sofia has concluded contracts for the specialization of doctors.

(3) Training practice (clinical internship) **shall be recognized** for all students working as healthcare assistant or nursing assistants, upon presentation of the relevant document.

Art. 180. Students of "Dental Medicine" shall complete two pre-clinical internships of 30 calendar days each after the second and fourth semesters and two clinical internships of 30 calendar days each after the sixth and eighth semesters.

Art. 181. Pharmacy students shall complete summer internships in pharmaceutical botany - 6 days after the fourth semester and in pharmacognosy - 6 days after the sixth semester.

Art. 182. Clinical (training) practices for students of the Faculty of Public Health "Prof. Dr. Tsekomir Vodenicharov, MD", in the specialties "Nurse", "Midwife", "Kinesiotherapy", and "Physician Assistant" are conducted in accordance with the curricula.

(1) The organization and conduct of clinical practice in the specialties "Nurse", "Midwife", and "Physician Assistant" shall be carried out in accordance with the adopted Rules for the Organization and Conduct of Clinical Practice.

(2) **Students from the Faculty of Public Health "Prof. Dr. Tsekomir Vodenicharov, MD"** in the specialties "Nurse," "Midwife," "Kinesiotherapy", and "Physician Assistant" must record the activities performed during clinical practice in the "Student's Diary".

(3) **Students majoring in "Kinesiotherapy"** at the Faculty of Public Health "Prof. Dr. Tsekomir Vodenicharov, MD", shall undergo summer training practice after the second, fourth, and sixth semesters for a total of 120 astronomical hours (or 20 working days).

(4) **Clinical practice for students** at the Faculty of Public Health "Prof. Dr. Tsekomir Vodenicharov, MD" in the specialties "Nurse", "Midwife", "Kinesiotherapy", and "Physician Assistant" shall be verified by a lecturer responsible for the respective training base.

(5) **Failure to verify** summer training practice in the specialty "Kinesiotherapy" at the Faculty of Public Health "Prof. Dr. Tsekomir Vodenicharov, MD" is equivalent to an unverified summer semester and the restrictions arising therefrom within the meaning of these regulations.

(6) Up to two absences from clinical practice may be made up with the permission of the lecturer assigned to the respective training base. A decision to make up more than two absences from clinical practice shall be taken by the Department Council.

Art. 183. The Subsidiary "Prof. Dr. Ivan Mitev" – Vratsa conducts its practical training in modules.

Art. 184. The training practice of students from the various specialties at the Medical College is conducted on specific days each week from the first to the fifth semester according to an approved program for their practical training.

Art. 185. The training practice of Bulgarian students is recognized after the second semester if they have a diploma from a higher medical institute or college, as well as if they have a document for work as a healthcare assistant, nurse, clinical laboratory technician, or assistant pharmacist, including foreign students, in accordance with the decision of the Academic Council of MU-Sofia of 5 June 1996.

Art. 186. Foreign students who are citizens of third countries outside the EU and the EEA shall carry out their summer training practice in the country where they are studying or in their countries of origin or permanent residence.

Art. 187. Foreign students majoring in Medicine and Dental Medicine shall undergo training practice (clinical internship) in the country where they study, in their countries of origin or permanent residence.

Art. 188. Foreign students who are citizens of the EU and the EEA studying Dentistry and Pharmacy may, in the event of an extraordinary epidemic situation in the country, complete their summer pre-clinical training in another EU or EEA member state.

SECTION TWELVE

CONDUCT OF PRE-DIPLOMA INTERNSHIP AND STATE EXAMINATIONS

Art. 189. The pre-diploma internship aims to provide students with high-level professional training in their field of study, to improve the practical knowledge and skills acquired during

their education, and to build their professional and theoretical training for independently solving organizational, preventive, diagnostic, therapeutic, and other professional tasks. The pre-graduation internship in each discipline is conducted in accordance with an approved curriculum.

Art. 190. The Vice Deans for Academic Affairs shall supervise the overall organization and conduct of the pre-diploma internship by discipline and base.

(1) The professional and educational activities of students shall be supervised by habilitated persons appointed by the head of department, after consultation with the faculty's Vice Dean for Academic Affairs.

(2) As an exception, the professional specialization of students may be supervised by tutors holding an educational and scientific degree (ESD) "Doctor of Science" or by tutors holding an ESD "Doctor" and having many years of practice.

Art. 191. Rights and obligations of students during their pre-diploma internship

(1) The management of the respective unit shall provide appropriate working and rest conditions, as well as personal, protective, and other means related to occupational safety during the pre-diploma internship of students.

(2) Students are required to comply with the curriculum and the Internal Regulations of the internship bases and the Higher Education Act (HEA).

(3) Students are required to comply with the working hours of the respective base to which they are assigned, to fulfill the mandatory requirements of the curriculum, to comply with all instructions of their supervisors, to fulfill the program reflected in the "Internship Booklet", which they submit when taking the state exam.

(4) Students who have not completed the curriculum and the pre-diploma internship program shall not be admitted to the state examination. They shall interrupt their studies or be suspended from MU-Sofia.

(5) With the permission of the Vice Deans for Academic Affairs, students who are ill, pregnant, or on maternity leave may be admitted to the state exam on an exceptional basis, with the obligation to make up for the missed days.

Art. 192. Pursuant to a decision of the Academic Council dated 30 March 1992, due to the lack of regulations governing the status of interns, the latter are considered sixth-year students (or fifth-year students, respectively) and receive scholarships in accordance with the general rules based on their performance in the previous year.

(1) Graduates who have interrupted their pre-graduation internship for any reason shall not receive a scholarship for the period of interruption.

(2) After registration, by decision of the Dean's Council, scholarships shall be awarded only to those interns who have interrupted their internship due to illness, pregnancy and maternity, or serious family reasons, which are accepted as such by the Dean on the grounds of a reasoned written request from the graduate to him.

Art. 193. Foreign students are not allowed to do their pre-diploma internship abroad.

Note: In cases of an extraordinary epidemic situation, students studying in English who are unable to return to Bulgaria may complete their pre-diploma internships remotely or conduct practical training in the pre-diploma internship for the required duration for the specified disciplines in university and other hospitals in EU and EEA countries.

Art. 194. Pre-diploma internship for students majoring in "Medicine"

(1) **Medical students** shall commence their pre-diploma internship after successfully passing their semester exams.

(2) **The pre-diploma internship has a total duration of 310 calendar days**, including a schedule for the pre-diploma internship and clinical practice under the cyclical system from **the seventh semester to the eleventh semester**, as follows:

2.1. Internal medicine – 30 calendar days

2.2. Surgery – 30 calendar days

2.3. Obstetrics and gynecology – 30 calendar days

2.4. Pediatrics – 30 calendar days

2.5. Hygiene, infectious diseases, epidemiology, and social medicine – 35 calendar days

2.6. General medicine – 15 calendar days

2.7. Emergency medicine – 20 calendar days

2.8. Clinical practice under the cyclical/modular system from the seventh to the eleventh semester – 70 calendar days

2.9. A total of **50** calendar days are allocated for theoretical study and state examinations.

Art. 195. The pre-diploma internship of students in "**Medicine**" is conducted in the medical-diagnostic and preventive facilities of MU-Sofia or in hospitals approved by the faculty management.

Art. 196. The distribution of internship groups **into streams** according to the respective disciplines shall be approved by a decision of the Faculty Council and shall be carried out according to a schedule drawn up by the Departments of Education of the Dean's Office.

(1) **The allocation to training bases** is carried out by the persons responsible for the academic affairs of the respective departments, who also provide the final verification of the internship in the "Booklet for conducting the pre-diploma internship," according to a schedule for the respective disciplines, prepared in advance by the Dean's office.

(2) **Students take the state exam** with their student book and the "Booklet for conducting the pre-diploma internship".

(3) Individual pre-diploma internships, as well as parallel pre-diploma internships in two disciplines at the same time, **are not allowed**.

(4) **After completion of the entire pre-diploma internship**, a resit examination session shall be scheduled in accordance with the academic calendar. Students shall be admitted to the resit examination session regardless of the number of exams they have failed.

Art. 197. The **completed (in-person/remote)** clinical pre-diploma internship of students trained in English shall be paid for each internship group at BGN 30 per academic hour for 3 academic hours of classroom attendance per calendar day of the internship according to the schedule in the departments with clinical bed capacity.

Art. 198. Students **majoring in Medicine who have not verified their pre-diploma internship** for health or family reasons, as well as mothers with children up to 6 years of age and pregnant women, shall interrupt their studies for one academic year and are entitled to complete the study programs required during the following academic year, but not later than three years after the end of their semester.

(1) **Students majoring in Medicine who have not verified their pre-diploma internship** shall interrupt their studies for one academic year due to their unverified pre-diploma internship and shall re-join the pre-diploma internship during the following academic year, but not later than three years after the end of their semester.

Art. 199. Sixth-year students majoring in Medicine shall be allowed an additional session for the state exam after the end of the resit examination session.

(1) Students who, after the last state exam session, have not passed their exams, shall be suspended for unsatisfactory academic performance and are entitled to sit the exams during the sessions of the next course on the respective internship, after their suspension, but no more than three times and not later than one academic year.

(2) Students who have not successfully passed the state exams within this period shall be suspended for one academic year.

Art. 200. Pre-diploma internship for students majoring in Dental Medicine.

Art. 201. Dental medicine students shall begin their pre-diploma internship after successfully passing their semester exams, while retaining their administrative allocation to groups.

Art. 202. Students who have interrupted their studies shall be administratively separated into separate groups for the period of the pre-diploma internship.

Art. 203. Internship training is integrated with classroom attendance for the departments conducting state examinations.

(1) During the internship, students shall be divided into two groups - groups for the treatment of adults and for the treatment of children. Practical training shall be carried out in pairs on one work machine, according to a pre-determined schedule.

(2) The practical training of interns is carried out under the supervision of residents for each of the two blocks within an 8-hour working day.

(3) The review, discussion, acceptance, and evaluation of the treatment plans for patients receiving complex treatment by interns is carried out by a habilitated tutor or unhabilitated tutor with a Doctor's degree.

Art. 204. The total duration of the pre-diploma internship is 135 working days (1080 hours), starting from the beginning of the winter semester of the academic year.

**PRE-DIPLOMA INTERNSHIP: 6 months
from 15 September 2025 to 13 March 2026.**

STATE EXAMS:

- | | |
|-------------------------------------|---------------------------------|
| 1. Regular session | 23 March - 30 April 2026 |
| 2. Resit examination session | 1 June - 19 June 2026 |
| 3. Additional session | 29 June - 11 July 2026 |

Art. 205. Students who, after the last state examination session, have not passed their state examinations, shall be suspended for poor academic performance and shall be entitled to take the examinations during the sessions of the next course after their suspension, but no more than three times and not later than one academic year.

Art. 206 Students who have not successfully passed the state exams within this period shall be suspended for one academic year.

Art. 207. The pre-diploma internship of students from the Faculty of Dental Medicine, taught in English, shall be paid as follows:

1. **Payment to residents** – average monthly remuneration of BGN 220.
2. Payment to tutors – the review, discussion, acceptance, and evaluation of the treatment plans of patients receiving complex treatment from graduates shall be paid at BGN 25 per treatment plan per graduate to a habilitated tutor.

Art. 208. Pre-diploma internship for students majoring in Pharmacy.

(1) **The total duration of the pre-diploma internship** for students majoring in Pharmacy is six months.

(2) **The pre-diploma internship** shall be carried out in an open or hospital pharmacy, approved by an order of the Dean.

(3) **Admission** to the pre-diploma internship shall be granted upon successful completion of all semester exams.

(4) **The statutory tuition fee** shall be paid before the start of the internship.

(5) **Students who have not paid the statutory tuition fee** shall not be admitted to the internship.

(6) **The allocation of students to training sites** is carried out by the internship coordinator at the Faculty of Pharmacy.

(7) **After completing the internship**, students take colloquiums in pharmaceutical Chemistry and analysis, pharmacognosy, pharmacology and toxicology, drug technology and biopharmacy, and pharmaceutical legislation.

Art. 209. At their discretion, students may defend a diploma thesis if they have an average grade of at least Very Good (4.50) in the subjects included in the state exam and at least Very Good (5.00) in the subject on which they will write their thesis.

Art. 210. State Examinations:

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|-------------------------------------|--|
| 1. Regular session | 12 October 2026 – 13 November 2026 |
| 2. Resit examination session | 23 November 2026 – 18 December 2026 |

Art. 211. Pre-diploma internship for students from the Faculty of Public Health "Prof. Dr. Tsekomir Vodenicharov, MD":

(1) Students in the specialty "Health Care Management" of the Bachelor's degree, **part-time** form of education at the Faculty of Public Health "Prof. Dr. Tsekomir Vodenicharov, MD" shall commence a pre-diploma internship from **23 February 2026 to 5 June 2026**.

(2) Students in the specialty "Health Care Management" of the Bachelor's degree, **full-time** form of education at the Faculty of Public Health "Prof. Dr. Tsekomir Vodenicharov, MD" shall commence their pre-graduation internship from **3 November 2025 to 12 December 2025**.

(3) Students in the specialties "Nurse", "Midwife", and "Physician Assistant" of the Bachelor's degree program, **full-time** form of education at the Faculty of Public Health "Prof. Dr. Tsekomir Vodenicharov, MD" shall commence their pre-diploma internship after successfully passing their semester exams.

The internship lasts 1600 academic hours.

(4) Students majoring in "Medical Rehabilitation and Balneology" and "Aesthetic Care" of the Master's degree program, **full-time** form of study at the Faculty of Public Health "Prof. Dr. Tsekomir Vodenicharov, MD" shall commence their pre-diploma internship from **23 February 2026 to 5 June 2026** after successfully passing their semester exams.

(5) Students majoring in "Kinesiotherapy" shall commence their pre-diploma internship from **23 February 2026 to 5 June 2026** after successfully passing their semester exams.

The pre-diploma internship for students majoring in "Kinesiotherapy", of the Bachelor's degree, full-time form of study, lasts 600 astronomical hours.

(6) Clinical practice and pre-diploma internship for students of the Faculty of Public Health "Prof. Dr. Tsekomir Vodenicharov, MD" for the specialties "Nurse", "Midwife", "Physician Assistant", and "Kinesiotherapy", Bachelor's degree, full-time form of education, shall be conducted in clinical bases, after concluding an education agreement with accredited medical institutions.

(7) In case of a state of emergency in the country or an extraordinary epidemic situation, the pre-diploma internship of students in the regulated professions of "Nurse", "Midwife", "Physician Assistant", and "Kinesiotherapy" shall be terminated by decision of the Faculty Council.

Art. 212. State examinations for students in the Bachelor's degree program, full-time form of education in the specialties "Nurse", "Midwife", "Physician Assistant", "Kinesiotherapy", as well as for the specialties of "Health Care Management," "Public Health and Health Management," "Medical Rehabilitation and Balneology," and "Aesthetic Care" for Master's degree programs*, full-time form of study, are as follows:

- | | |
|--|--|
| 1. Regular examination session | from 6 January 2026 to 6 February 2026 |
| 2. Resit examination session | from 9 February 2026 to 13 February 2026 |
| 3. Regular examination session | from 9 June 2026 to 10 July 2026 |
| For fourth-year students | from 24 August 2026 to 11 September 2026 |
| 4. September resit exam session | from 14 September 2026 to 25 September 2026 |

Art. 213. State examinations for students in the Master's degree program, part-time and distance learning for the majors "Public Health and Health Management," "Health Care Management", "Strategic Management of Pharmaceutical Activities", "Occupational Medicine and Work Capacity", "Clinical Trial Management", are as follows:

(1) Students with an average grade from the course of education lower than excellent (5.50) shall take a state exam.

(2) Students with an excellent average grade from the course of study are entitled to complete their education with a state exam or with a diploma thesis defense.

(3) Regular state examination session for taking the state examination: July 2026.

(4) Regular state examination session for defending a thesis: October 2026.

(5) Submission of applications for diploma thesis preparation: from 29 June 2026 to 3 July 2026.

(6) Submission of completed theses: by 2 October 2026.

(7) Defense of the thesis: October 2026.

Art. 214. Pre-diploma internship for students of the Subsidiary "Prof. Dr. Ivan Mitev" – Vratsa

(1) **The pre-diploma internship for students** aims to provide high-level professional preparedness in the studied specialty, to improve the practical knowledge and skills acquired during the studies, to build work discipline, and to prepare students for decision-making in the performance of their professional duties.

(2) **The Vice Director for Practical Training** supervises the overall organization and conduct of the pre-diploma internship. The professional and educational activities of students are supervised by assistants and practical training instructors appointed by an order of the Director of the Subsidiary. The training also includes mentors from the training and practical bases, appointed by the head or senior nurse/midwife, with a bachelor's degree.

(3) The pre-diploma internship of students is conducted at training bases after a training contract has been concluded.

(4) Students who have not passed their semester exams **are not allowed** to start the internship.

(5) The allocation of internship groups from the respective specialties is carried out according to the curriculum by order of the Director of the Subsidiary, and the allocation to training bases - by the heads of educational and practical activities (assistants and practice tutors) in the respective department, after a preliminary schedule has been drawn up in three copies.

Art. 215. Students from the Subsidiary "Prof. Dr. Ivan Mitev"-Vratsa shall commence their pre-diploma internship from 25 August 2025 to 29 May 2026.

Art. 216. The total duration of the pre-diploma internship for students in specialties "Nurse", "Midwife", and "Physician Assistant" is 1,600 academic hours and takes place after successfully passing the semester exams for the third year - summer semester.

Art. 217. Rights and obligations of students in pre-diploma internship:

(1) During the pre-diploma internship, students are provided with working conditions, rest periods, personal and group protective equipment by the management of the respective unit, in accordance with the requirements of occupational safety.

(2) Students are required to comply with the Higher Education Act, the curriculum, and the internal regulations of the internship bases.

(3) Students are required to comply with the working hours of the respective base to which they are assigned, to work on the mandatory requirements of the curriculum, to comply with all instructions of their supervisors, to keep an "Internship Diary", which they shall present when appearing for the ongoing and state exams.

(4) Students who have not completed the curriculum and the assigned coursework for the pre-diploma internship are not admitted to the state exam. They interrupt their studies by order of the Rector or a person authorized by him at the suggestion of the Director of the Branch. Exceptions are allowed for illness, pregnancy, or maternity leave with the permission of the Director and with the obligation to make up for the missed days.

Art. 218. Control and assessment of the pre-diploma internship.

(1) Upon completion of the pre-diploma internship in a given department, an ongoing assessment is conducted by a two-member commission chaired by a habilitated tutor.

(2) The ongoing assessment includes practical work, case studies with theoretical justification, and the preparation of a report on topics pre-determined in the curriculum.

(3) In case of a failing grade on the ongoing assessment of the pre-diploma internship, students are entitled to one more attempt by the end of the semester. In case of a second failing grade, the student repeats the internship in the respective department after the end of the semester.

(4) If a student receives failing grades in more than two departments at the end of the semester, they shall re-enroll and repeat the entire pre-diploma internship.

(5) Repeating the pre-diploma internship due to poor performance may only be organized within the academic semesters by order of the Director.

Art. 219. Students who have not verified their pre-diploma internship for health or family reasons, pregnancy or maternity leave, shall be entitled to complete the required coursework

according to the curriculum during the following academic year, but not later than 3 years after their semester verification.

Art. 220. Within the pre-diploma internship for each semester, the intern develops a course paper on topics specified in the curriculum. The head of the educational and practical activities checks and assesses the coursework and prepares a report to the commission responsible for the credit system at the Subsidiary "Prof. Dr. Ivan Mitev" – Vratsa. Based on this report, a certificate is issued reflecting the credit assessment.

Art. 221. Pre-diploma internship for students of the Medical College "Yordanka Filaretova" - Sofia.

(1) The total duration of the pre-diploma internship for students from all specialties at the Medical College "Yordanka Filaretova" – Sofia is 800 academic hours, distributed over 15 academic weeks in the sixth semester.

(2) Upon reinstatement of student active status lost due to failed state exams, students from the Medical College (MC) repeat the entire pre-diploma internship.

(3) Practical training (PT) and pre-diploma internship for students of the Medical College "Yordanka Filaretova" – Sofia shall be conducted at training bases, after concluding a training agreement with accredited Multiprofile Hospitals for Active Treatment (MHAT) and other specialized institutions.

Art. 222. Pregnant students and mothers with children under 6 years of age, students with serious illnesses and for family reasons may apply for postponement of the state exams, which they must take during the sessions of the courses following the postponement, not later than 3 years. In case the students don't take the postponed state exams within the three-year period, they lose their student active status, as they are considered to have left the university of their own accord, and are de-registered from MU-Sofia.

SECTION THIRTEEN

STATUS OF VICE DEANS FOR ACADEMIC AFFAIRS. STUDENT OFFICE.

Art. 223. Organization, conduct, and control of educational activities

(1) The Vice Deans for Academic Affairs (AA) shall organize, manage, and control the overall work and work discipline of all employees in the academic sector and student offices in the performance of their official duties.

(2) The Vice Deans for Academic Affairs shall maintain relations with the departments concerning the organization and conduct of the academic year, examination sessions, etc.

(3) The Vice Deans for Academic Affairs shall ensure the organization of the academic process.

(4) The Vice Deans for Academic Affairs shall chair the expert committee on academic matters.

4.1. For the Faculty of Medicine - The Vice Dean for Academic Affairs participates in the committees related to the control of the quality of education, the committee for the recognition of periods of study, the commission for the even distribution of the teaching load among the academic staff, the commission for the implementation of ongoing assessment, in accordance with the requirements of the internal regulations of MU-Sofia.

(5) The Vice Deans for Academic Affairs shall liaise with the Dean and all department heads, university hospital management, course leaders, the Academic Affairs Department of the Rector's Office, and the Student Council bodies.

(6) The Vice Deans for Academic Affairs shall supervise the organization and conduct of the ongoing academic activities with students and in postgraduate education.

(7) The Vice Deans for Academic Affairs organize the conduct of graduation ceremonies.

(8) The Vice Deans for Academic Affairs participate in the preparation of regulations, rules, etc. of MU-Sofia.

(9) The Vice Deans for Academic Affairs supervise also the conduct of semester and state examinations in accordance with the requirements of the Regulations on the Structure and Activities of the Medical University-Sofia and the Regulations on the Preparation and Conduct of the Academic Year.

Art. 224 Administrative services for students:

(1) Enrolling newly admitted and current students in the relevant courses;

(2) Daily addressing student issues formulated in the requests submitted to the Dean's Office;

(3) Verifying semesters and the entire academic year in the Main Register and student books in accordance with established procedures;

(4) Preparing reports to the Dean's Council on resolving student status and other issues related to the academic activities;

(5) Issuing certificates, attestations, and examination protocols;

(6) Issuing academic transcripts, diplomas, and European diploma supplements.

(7) Each student is entitled to one free academic transcript **within one academic year**. For each subsequent academic transcript, a fee shall be paid specified for this administrative service in the relevant unit.

SECTION FOURTEEN

STATUS OF COURSE SUPERVISORS

Art. 225 Course Supervisors are directly administratively responsible for the overall work of the course.

(1) Course Supervisors decide independently or refer to the Dean for decision matters concerning the success, discipline, and normal course of the educational process in the course. In their daily activities, they are guided by the Higher Education Act and these Regulations.

(2) Course Supervisors are appointed by the Dean of the faculty (Director of the College or Subsidiary) on the recommendation of the Vice Dean for Academic Affairs for a term of one academic year. They are relieved of their duties in the same manner as they were appointed.

Art. 226. Rights and obligations of Course Supervisors:

(1) Course Supervisors, together with the Student Council, shall appoint student group leaders.

1.1. For the Faculty of Medicine, they shall appoint one representative for every 4 student groups.

(2) Course Supervisors maintain direct contact with the heads of the departments teaching the respective course.

(3) Course Supervisors maintain contact with the Student Council through the student representatives in it from the respective or other course and the group leaders.

(4) Course Supervisors represent the interests of students before higher administrative authorities.

(5) Course Supervisors propose to the Vice Dean measures for the necessary conditions for the normal course of the educational process;

(6) Course Supervisors shall monitor the development of the plan for ongoing assessment and ensure its compliance;

(7) Course Supervisors shall inform the course in a timely manner of all decisions of the Dean's Office and the Rector's Office or of changes in the academic schedule.

7.1 For the Faculty of Medicine, Course Supervisors carry out the final semester verification in the student record books.

7.2. Course Supervisors at **the Faculty of Medicine** are members of the quality committee and the ongoing assessment committee.

7.3. At the Subsidiary "Prof. Dr. Ivan Mitev"-Vratsa, the coordinators of the specialties "Nurse", "Midwife", "Kinesiotherapy", and "Physician Assistant" coordinate and organize the conduct of the training practice and pre-diploma internship at the training sites, develop schedules for the training practice, participate in the training practice and pre-graduation internship at the training sites, develop schedules for the training practice, participate with the heads of departments in the development of the Individual Assignment Plans, which are approved by the Director of the Subsidiary. They are appointed by the Director for a term of one year.

Art. 227. The heads of specialties at the Medical College "Yordanka Filaretova" coordinate all activities in the specialty and are responsible for the implementation of tasks related to the organization and conduct of the educational process in the specialty. They organize and supervise the conduct of training practice and pre-diploma internships in clinical and other facilities. They are appointed by the Director for a term of one year.

SECTION FIFTEEN

STATUS OF STUDENTS-DEMONSTRATORS

Art. 228. Students-demonstrators are active assistants to the academic staff of the departments in conducting practical classes in pre-clinical disciplines. They demonstrate specific processes and manipulations necessary for the acquisition of practical skills and knowledge by the students.

(1) Student demonstrators perform their duties outside the schedule of classes in the course in which they are educated.

(2) Students wishing to become demonstrators shall submit an application to the head of the relevant department by 1 September for the winter semester and 1 February - for the summer semester. Applications shall be reviewed by the departmental council before the start of each semester.

(3) The students-demonstrators selected by the Departmental Council shall be proposed, with a report from the Head of the Department, for discussion by the Dean's Council and approval by the Faculty Council.

(4) Students-demonstrators are selected from among those who have shown significant interest in the discipline and have acquired excellent theoretical knowledge and practical skills.

(5) Students-demonstrators cannot conduct independent practical classes in the discipline, examine, or assign grades during the ongoing assessment of the educational process.

Art. 229. Students-demonstrators shall receive credits for the work performed under the following conditions:

(1) The minimum period for performing the activity is one semester.

1.1 The minimum number of teaching hours for 1 credit is 25 teaching hours.

1.2 The maximum number of hours worked by a student-demonstrator for 1 semester is 100 teaching hours - 4 credits.

(2) The activities of the students-demonstrators shall be reported by the head of the department to the Vice Deans for academic affairs at the end of each semester, with a list of the students-demonstrators, the hours they have completed, and the corresponding credits.

(3) The credits earned shall be recorded in the faculty's Main Registers by the Head of the Department or a faculty member authorized by him/her.

(4) In the Department of Anatomy, Histology, and Embryology, due to the specific nature of the manipulations performed on fixed human cadaver material necessary for training purposes, students-demonstrators assisting **in anatomy** practical classes may be paid. In this case, students-demonstrators do not receive credits.

(5) A civil contract is concluded with the student-demonstrator for each semester on the basis of the normative documents – a report from the Head of the Department, a decision of the Dean's Council, and approval of the selection of students-demonstrators by the Faculty Council.

5.1 Payment for the hours worked by the student-demonstrator is made upon conclusion of a civil contract and a report from the Head of the Department to the Dean on the hours worked, after the end of the semester.

5.2. Minimum term for fulfilling the position – 1 semester.

5.3 The remuneration of a student-demonstrator is BGN 8 per academic hour, up to BGN 960 per semester (up to 120 academic hours).

5.4 The remuneration for all students-demonstrators for one academic year is up to BGN 9,600.

5.5 Student demonstrators may be selected in the Department of Anatomy, Histology, and Embryology in accordance with Art. 229 (paras. 1-3). In such cases, student demonstrators are not allowed to perform activities for remuneration.

(6) Students may apply to be demonstrators in **one subject per semester**.

SECTION SIXTEEN

STANDARDS FOR THE TEACHING WORKLOAD OF LECTURERS AT MU-SOFIA FOR ONE ACADEMIC YEAR

Art. 230. The class workload of lecturers at MU-Sofia includes lectures, practical classes, and student exams, classes with internship groups, academic hours from elective courses (modules), supervision of graduates, scientific supervision of doctoral students, and education of specializing graduates (residents).

(1) **No more than 80 academic hours per year** for scientific supervision of full-time and part-time doctoral students, regardless of the number of scientific supervisors of the doctoral student.

For activities related to the education of doctoral students (delivering lectures, seminars, practical classes, etc.), academic hours are reported with a 30% increase.

(2) Education of specializing graduates (residents), as follows:

Scientific supervision – no more than 80 academic hours per year;

Colloquium – 1 hour per examined resident;

State exam – 8 hours for 2 days (for each member of the State Examination Commission).

Art. 231. Out-of-class workload include consultations, supervision of student research groups, development, and supervision of coursework.

Art. 232. The class workload for non-habilitated lecturers is:

(1) In clinical and clinical-diagnostic departments 220 academic hours;

(2) In non-clinical departments 360 academic hours;

(3) In the Department of Language Education, Physical Education, and Sports:

3.1. Class workload for language teachers 550 academic hours;

3.2. Class workload for sports teachers 600 academic hours, including:

3.2.1. up to 120 academic hours for training and competition work with representative teams;

3.2.2. up to 60 academic hours for outdoor training in summer sports

3.2.3. 60 academic hours for outdoor training in winter sports.

3.2.4. up to 60 academic hours for sports for lecturers and employees of MU - Sofia.

(4) Full-time practice instructors at the Medical College "Yordanka Filaretova"

- 600 academic hours;

(5) Full-time practice instructors at the Faculty of Public Health "Prof. Dr. Tsekomir Vodenicharov, MD" and the Subsidiary "Prof. Dr. Ivan Mitev"-Vratsa - 600 academic hours;

(6) For the Department of Anatomy (given a 6-hour working day) - 270 academic hours;

(7) For the department conducting pre-diploma internships - three academic hours per day for each group of interns.

(8) The minimum mandatory class workload of non-habilitated lecturers for the purpose of requesting new staff positions is as per Article 232.

Art. 233. The class workload of habilitated lecturers is:

(1) 50% of that of non-habilitated lecturers.

(2) The minimum mandatory class workload for lectures by habilitated lecturers for the purpose of requesting new habilitations is 15 academic hours.

Art. 234. The total teaching workload is assigned and reported on the basis of the approved curricula, the principles and criteria for determining the teaching workload, and the workload standard adopted by the Academic Council. At least 2/3 of the teaching workload of each lecturer must consist of classroom activities.

(1) Department Heads are required to submit a list of the teaching workload (lectures, exercises, exams) of full-time and part-time lecturers to the faculty's Department of Education at the end of each semester (cycle).

1.1. Distance learning in English during the pre-diploma internship shall be paid to lecturers in accordance with the approved instructions, documentation for reporting on the teaching activities carried out in an electronic environment, and reports from the Heads of departments.

1.2. The annual calculation of the class and above-normative workload of the departments conducting pre-diploma internships for **the 2025/2026 academic year** and the implementation of Article 47 of the current Collective Labor Agreement shall be prepared after the completion of the pre-diploma internship at the respective department.

(2) Department heads are required to submit a summary report of their annual teaching workload, in accordance with the approved documentation, within one month of the end of the academic year.

Art. 235. Extra academic hours and hours on civil contract shall be assigned to lecturers at MU-Sofia only when it is not possible for lecturers and specialists from the relevant department to fulfill the relevant curricula and programs.

(1) Extra academic hours shall be remunerated only after all lecturers from the department, including those who are absent with the consent of the department council or due to specialization abroad and in the country, have fulfilled the normative workload set for non-habilitated and habilitated lecturers, respectively.

(2) If the mandatory classroom workload specified in Art. 232 and Art. 233 **is exceeded**, at the suggestion of the department, the Faculty Council may elect a part-time lecturer for a term of 1 academic year. Honorary lecturers cannot receive more than the average classroom workload for tenured or non-tenured lecturers in the department.

(3) **Part-time lecturers** from the clinics of pediatric surgery, toxicology, burns, and plastic surgery at Pirogov, the National Cardiology Hospital (NCH), and general practitioners shall receive remuneration for the academic hours assigned to them in the curriculum, according to reports submitted by the respective department heads.

Art. 236. Assigning instruction according to the curriculum

(1) **Instruction in Bulgarian** - for regular full-time lecturers at a given department of the Faculty of Medicine (FM) who are assigned to deliver thematic training to Bulgarian students according to the curriculum in another department of the FM, the academic hours worked will be included in their individual classroom workload at the department where they are employed. The assignment of teaching activities shall be made by a through from the Head of Department after a Department Council meeting and approval by the Dean's and Faculty Council. The reporting of the academic hours worked in teaching Bulgarian students shall be carried out on the basis of a report from the Head of the department assigning the teaching activity after each semester and/or cycle.

(2) **Instruction in English** - For regular full-time lecturers at a given department of the Faculty of Medicine (FM) who are assigned thematic training in English according to the curriculum in another department of the FM, the assignment of teaching activities shall be made through a report by the Head of Department after a Department Council meeting and approval by the Dean's and Faculty Council. Payment for the academic hours worked shall be based on a report from the head of the department assigning the teaching activity.

Art. 237. Payment for academic and teaching work performed by lecturers in the clinical departments of the Faculty of Medicine (FM), based in medical establishments, single-member joint-stock companies (EAD) and university hospitals, with which contracts have been concluded for training bases of MU-Sofia, may be carried out in accordance with additional employment contracts for teaching and research work, on the basis of Art. 73 of the Law on Medical Institutions (LMI).

(1) **The Dean's and faculty management of the FM**, coordinated with the Rector's Office of MU-Sofia, shall determine the number and persons required for academic and teaching activities, while specifying the number of academic hours per department and teaching staff, in accordance with the curriculum and programs for a given academic year.

(2) **The payment of funds for teaching work** performed by the clinical scientific and teaching staff (NPC) of the MF under an additional employment contract shall be made from the funds for salaries in the budget of MU-Sofia for the respective year.

Art. 238. Upon completion of the normative classroom workload by the academic and teaching staff of the department, specified in Art. 232 and Art. 233, for the extra teaching hours

worked in the 2024/2025 academic year, additional **remuneration** shall be paid **in the following amounts:**

(1) For non-habilitated persons, no less than BGN 14 for each academic hour worked.

(2) For habilitated persons, no less than BGN 16 for each teaching hour worked.

/ Decision of the Academic Council of 24.10.2024 and will be included in the Collective Labor Agreement from 01.01.2025 /

(3) Regular full-time teachers have priority in working off the academic workload before part-time teachers are invited.

(4) The method of payment for normative and above-normative hours for the respective academic year is regulated in Article 47 of the Collective Labor Agreement.

(5) In connection with the conducted online training, teachers shall be paid at the rates specified for face-to-face training, in accordance with the decisions of the Academic Council of 16.03.2010, 30.11.2010, 14.06.2011, 26.05.2015, and 25.07.2017, and the decision of the Academic Council of 28.05.2020, for the hours specified in the curriculum for the period from the effective date of the anti-epidemic measures in the teaching of English to foreign students, as follows:

5.1. BGN 30 per academic hour for a conducted exercise;

5.2. BGN 70 per academic hour for a lecture conducted by habilitated persons;

5.3. BGN 45 per academic hour for a lecture conducted by non-habilitated persons;

5.4. BGN 30 per academic hour for a practical class in the subject "Bulgarian Language" for lecturers on a main employment contract at MU-Sofia;

5.4.1 BGN 20 per academic hour for conducting an exercise in the subject "Sports" for teachers on a main employment contract at MU-Sofia;

5.4.2 BGN 15 per academic hour for conducting practical classes in the subjects "Bulgarian Language," "Physical Education," "Latin," and "Foreign Languages" for external part-time lecturers.

5.5. BGN 15 per academic hour for conducting practical classes in the preparatory academic year at DLTS for full-time and external part-time lecturers;

5.6. For each internship group, BGN 50 per academic hour for 3 academic hours of classroom attendance per working day of the internship according to the schedule for departments without clinical beds.

5.7. Payment to part-time lecturers at the Medical College "Yordanka Filaretova" for conducted lectures, practical classes, and training practice as follows:

- BGN 15 per academic hour for a conducted lecture by habilitated persons – professor/associate professor;

- BGN 13 per academic hour for a conducted lecture by non-habilitated persons – chief assistant/assistant;

- BGN 10 per academic hour for a conducted lecture by non-habilitated persons – master's degree/bachelor's degree/professional bachelor's degree;

- BGN 8 per academic hour for a conducted seminar by a habilitated person – professor/associate professor;

- BGN 6 per academic hour for a conducted exercise by non-habilitated persons – chief assistant/assistant/master's degree holder;

- BGN 5 per academic hour for a conducted exercise by non-habilitated bachelor's/professional bachelor's degree holders;

- BGN 1.50 per academic hour for conducted training practice;

- BGN 2.00 for each examined student in a state exam for the chair of the commission;

- BGN 1.50 per examined student in a state exam for a member of the commission;

- BGN 1.50 per examined student in a semester exam for the chair of the examination board;

- BGN 1.00 for each examined student in a semester exam for a member of the commission;
- BGN 0.75 for an awarded grade in ongoing assessment.

Art. 239. For the academic and teaching staff, except those under Art. 237, above-normative academic hours, conducted within the statutory working hours, shall be paid as part of the basic salary within the salary budget, i.e. as part of the gross salary of the respective teacher.

(1) Regular full-time teaching staff shall have priority in working off above-normative academic hours before part-time staff are invited to do so.

Art. 240. When academic hours are conducted outside the statutory working hours, the work performed shall be paid as overtime in accordance with Art. 7, Section II of the Labor Code (LC).

Art. 241. In accordance with Art. 4 of Council of Ministers Decree No. 14/1998 and the Internal Rules on Salaries (IRSW), the Management of MU-Sofia may determine a higher average monthly gross salary (AMGS) for one member of staff for the structural units financed through the budget of MU-Sofia. They shall prove this by calculating (quarterly) the over-fulfillment of their own budget revenues, provided that all obligations and deliveries to creditors and external suppliers have been paid.

Art. 242. The Dean's Offices, by decision of the Faculty Council, may introduce additional incentives for scientific achievements from the faculty's own funds.

(2) The criteria for receiving these bonuses for scientific achievements shall be developed and determined by the faculty councils, and the remuneration shall be paid after the end of the academic year by decision of the Dean's Office of the faculty.

Art. 243. By 15 October, each department shall submit an analysis and proposals for the annual teaching workload in writing to the Dean's Office.

(1) Class hours missed due to official holidays shall be recognized as fulfilled, and the departments shall be obliged to conduct compensatory training for the missed classes.

Art. 244. The total teaching workload shall be reduced for the duration of the use of the rights under Art. 55, para. 2 of the Higher Education Act, as permitted by the Faculty Council, language courses, specialization abroad, writing textbooks, creating teaching aids and educational films, maternity, or sick leave of more than one month, when they coincide with the semester training of students. Extra teaching hours worked to compensate for the absent tutor shall be remunerated.

(1) Lecturers from the pre-clinical departments of the FM with reduced working hours (0.50 or 0.25) who exercise their right to Education in a clinical specialty under the procedure of Article 11(1), item 1 of Regulation No. 1/2015 of the Ministry of Health and have an employment contract concluded on the basis of Article 68(1), item 2 of the Labor Code with a training base, the mandatory classroom attendance (normative) specified in Article 232 shall be reduced in accordance with the working hours under the employment contract.

Art. 245. The classroom and scientific work performed shall be registered by departments, sections, and divisions. The head of the department, section, or division shall check the regularity of reporting on classroom and teaching workload on a monthly basis.

(1) Department Heads are accountable to the Faculty Council and are obliged to ensure an even distribution of the academic workload among the lecturers in the respective disciplines.

(2) For the Faculty of Medicine - The Heads of clinical departments are required to submit to the Dean's Office **at least 10 working days before the start of each cycle** (including pre-diploma internships) a thematic distribution of lectures and practical classes among the lecturers of the discipline in all clinical bases of MU-Sofia.

2.1. In case of uneven distribution of student groups for training in accordance with paragraph 2 (according to the schedules submitted and approved by the Heads of departments), the groups shall be distributed by a commission appointed by order of the the Dean of the Faculty of Medicine, in accordance with the Collective Labor Agreement.

(3) The teaching workload from exams shall be reported at the end of each academic year. The official document for the individual activity performed shall be the annual report on the academic work of the Head of the Department, Section, or Division.

Art. 246. Classroom attendance at exams is recorded according to the following scheme:

(1) Semester exams for the Faculty of Medicine, Faculty of Dental Medicine, Faculty of Pharmacy, Faculty of Public Health "Prof. Dr. Tsekomir Vodenicharov, MD", Subsidiary "Prof. Dr. Ivan Mitev" – Vratsa, and Medical College "Yordanka Filaretova" - Sofia:

1.1. Practical and theoretical, conducted by non-habilitated lecturers - 0.3 academic hours per student.

1.2. Practical instructors participating in student exams receive remuneration at the rate set for non-habilitated instructors.

1.3. Practical and theoretical, conducted by habilitated lecturers - 0.75 academic hours per student for each member of the examination board.

1.4. For FDM - in internship training:

1.4.1. The review, discussion, approval, and evaluation of treatment plans for patients receiving complex treatment by interns shall be counted as 2 hours per treatment plan per intern for a habilitated instructor and 1 hour per treatment plan per intern for a non- habilitated instructor.

1.5. For FF – 0.3 academic hours per colloquium per intern.

1.6. The hours of exams for lecturers from the FM departments are calculated based on the number of students examined, increased by 10% - the estimated number for the resit examination session.

1.7. Semester examination committees shall consist of no more than 2 habilitated persons and no more than 1 non-habilitated person.

(2) State examinations for the Faculty of Medicine, Faculty of Dental Medicine, Faculty of Pharmacy, Faculty of Public Health "Prof. Dr. Tsekomir Vodenicharov, MD", Subsidiary "Prof. Dr. Ivan Mitev"–Vratsa, and Medical College "Yordanka Filaretova"- Sofia:

2.1. Habilitated lecturers - 1 academic hour per student for each member of the commission

2.2. No more than 30 academic hours in total for supervising a thesis with a minimum of three graduates for a habilitated person and no more than two for a chief assistant.

2.3. 40 academic hours for thesis supervision for the Faculty of Public Health "Prof. Dr. Tsekomir Vodenicharov, MD"

2.4. 10 academic hours for writing a review of a thesis – for the Faculty of Public Health "Prof. Dr. Tsekomir Vodenicharov, MD"

2.5. For thesis defense: habilitated lecturers – 1.5 academic hours per student for each member of the committee.

(3) Admission of doctoral students:

3.1. conducting an exam in the specialty – 1.5 academic hours for each examinee for each member of the examination committee;

3.2. Conducting a language exam – 0.5 academic hours per examinee per member of the examination committee;

(4) For exams under an individual study plan:

4.1. conducting an exam in the specialty – 1.5 academic hours for each examinee for each member of the examination committee;

4.2. conducting an additional exam (in language, computer literacy, or another specialty) – 1 academic hour for each examinee for each member of the examination board.

(5) Admission of specializing graduates (residents)

5.1. Conducting an exam in the specialty – 1.5 academic hours for each candidate examined for each member of the examination committee.

(6) Admission of assistants

6.1. Conducting a theoretical exam in the specialty – 1.5 academic hours for each candidate examined for each member of the examination committee.

6.2. Conducting a practical exam in the specialty – 1.5 academic hours for each examined candidate, for each member of the examination committee, for each day of the exam.

Art. 247. The remuneration of lecturers participating in the conduct of semester examinations with students studying in English (this also applies to online examinations in the presence of orders issued by the Rector) shall be as follows:

(1) For habilitated lecturers from the commission, no more than two - 15 BGN per student who takes the exam (regardless of the session).

(2) For non-tenured lecturers on the commission, no more than one - BGN 10 per student examined (regardless of the session).

(3) For the Faculty of Medicine - To the habilitated lecturers from the commission under **Art. 88 (1)**, no more than three - BGN 15 per student examined (regardless of the session).

3.1 – For the Faculty of Medicine – For non-tenured lecturers from the commission under **Article 88 (1)**, no more than two – BGN 10 per student examined (regardless of the session).

Art. 248. By decision of the Academic Council of MU-Sofia of 22.07.2021, an annex to the CBA of MU-Sofia was drawn up as follows:

(1) The pre-diploma internship (in person/remote) with students taught in English shall be paid, effective from the current pre-diploma internship for the 2020/2021 academic year (from 29 March 2021 to 20 November 2021), **for each internship group**, as follows:

1.1. For departments without clinical beds – **BGN 50 per academic hour for 3 academic hours of classroom workload per working day of the internship according to the schedule.**

1.2. For departments with clinical beds, according to the regulated tariff for clinical training (Art. 238, para. 6, item 6.1. in section XVI of the PPUG) - **BGN 30 per academic hour for 3 academic hours of classroom workload per calendar day of the internship according to the schedule.**

(2) The reporting of the conducted pre-diploma internship shall be carried out in accordance with the approved instructions and documentation for reporting education conducted in English, as specified in the Internal Rules for Salaries.

(3) The annual calculation of classroom and above-normative workload at the departments of the Faculty of Medicine, MU-Sofia, shall be carried out as follows:

3.1. For departments conducting **semester-based training** - after the completion of the September resit examination session, according to the schedule of classes (Section III of the PPUG).

3.2. For departments conducting **cyclical and semester-based training with students from the Faculty of Dental Medicine and the Faculty of Pharmacy** - after the completion of the September resit examination session, according to the schedule of classes (Section III of the PPUG).

3.3. Departments **conducting pre-diploma internships** - after the completion of the pre-diploma internship and the resit state examination session, according to the internship schedule (Section III of the PPUG).

Art. 249. The heads of departments at the Medical Faculty of MU – Sofia are required to report:

- monthly - the conducted semester education in English;
- at the end of each cycle/internship - the education conducted in English;
- at the end of each semester/cycle/internship - the education conducted in Bulgarian;
- at the end of each semester - the education conducted in Bulgarian with students from the Faculty of Dentistry and the Faculty of Pharmacy;
- submit copies of the reports on the English language education conducted for students from the Faculty of Mathematics and Physics and the Faculty of Physics.

SECTION SEVENTEEN

POSTGRADUATE EDUCATION

Art. 250. The Postgraduate Education and University Hospital Coordination Department (PGE and UHC) at the Rector's Office of MU-Sofia registers specializing graduates (residents) being educated for the acquisition of to acquire a specialty in the healthcare system.

Art. 251. The conditions and procedure for admission and conduct of education for the acquisition of a specialty in the healthcare system and its financing are determined in Ordinance No. 1 of 22.01.2015 of the Ministry of Health.

Art. 252. The admission of specializing graduates (residents) – Doctors of Dental Medicine – is carried out after a written competitive examination has been conducted and a grade of at least Good (4.00) has been received.

Art. 253. (1) Persons with the acquired professional qualification "Doctor of Dental Medicine," who are employed under a main employment contract and appointed after a competitive examination at the Faculty of Dental Medicine may apply to start education for the acquisition of a specialty along with the academic and teaching staff of the Faculty of Dental Medicine.

The general conditions apply to all other candidates.

(2) Training bases for the acquisition of a specialty must offer separate places for those working at the base and for external candidates (persons who are not in an employment relationship with the training base).

Art. 254. Admission of specializing graduates (residents) in non-clinical specialties shall be carried out after a competition based on documents in accordance with the procedure determined by the Rector of MU-Sofia.

Art. 255. Places for specializing graduates (residents) in non-clinical specialties and for doctors of Dental Medicine shall be determined by order of the Rector or a person authorized by him/her at the proposal of the heads of the training bases.

Art. 256. The education for the acquisition of a non-clinical specialty and for Doctors of Dental Medicine is carried out on the basis of an order of the Rector of MU-Sofia.

Art. 257. Specializing graduates (residents) who appear for a state exam for a specialty pay a fee determined by a decision of the Academic Council.

Art. 258. The PGE and UHC Department at the Rector's Office of MU-Sofia organizes, conducts, coordinates, and controls the continuing medical education of bachelors and professional bachelors in the field of "Health Care," by preparing and approving an annual schedule with thematic courses and individual training, which is sent to medical institutions in the country and published on the website of MU-Sofia. Those who have completed various forms of continuing medical education receive a certificate with a credit rating.

Art. 259. The PGE and UHC Department at the Rector's Office of MU-Sofia organizes, registers, and coordinates Education in highly specialized activities in medicine.

(1) The education is conducted by the academic and teaching staff in the university hospitals according to unified curricula and ends with a practical and theoretical exam. Those who pass the exam are issued a certificate of acquired legal capacity in a highly specialized activity in medicine.

Art. 260. Medical University-Sofia concludes agreements with professional organizations for joint activities regarding the organization, implementation, and control of continuing medical education on the basis of the Health Act.

Art. 261. The faculties of MU-Sofia organize and conduct continuing education for physicians, dentists, pharmacists, and non-medical specialists in the healthcare system.

Art. 262. The PGE sector of the Faculty of Medicine shall organize, register, and coordinate the stages of education of specializing graduates (residents), which shall be conducted in the departments and clinical bases of the Faculty of Medicine.

(1) Specializing graduates (residents) and specialists wishing to conduct part of their education in departments and clinical bases at the Faculty of Medicine in Sofia may do so under the following conditions:

1.1 Every resident fills out a form, which must be signed and approved by the Head of the department or the head of education. The form is submitted to the PGE sector, after which a referral card is issued to the approved resident. After submitting an official document certifying the completion of the education, the specializing graduate is issued a certificate of conducted education.

Specialists follow the same procedure by filling in standard forms according to the type of education they have chosen – a course or individual education.

1.2. All specializing graduates (residents) from other higher education institutions, including foreign residents, pay the cost of the education conducted at a department or base of the MF – Sofia, in accordance with the fees set by MU – Sofia.

1.3 Every resident pays the cost of the conducted education, as determined by the applicable regulations and orders.

1.4. Inclusion in the education of residents and specialists shall only be carried out after presenting a document for the paid tuition fee on the day of commencement. Inclusion in the attendance list of residents or specialists with unsettled financial obligations to the Faculty of Medicine at MU – Sofia is not permitted.

Art. 263 Classroom workload in basic and thematic (author's) courses with groups of a minimum of 5 students:

(1) The corresponding number of teaching hours for the department – lectures and practical classes provided for in the curriculum for the respective course, announced in the previous calendar year;

(2) The teaching workload of habilitated and non-habilitated lecturers shall be assigned and reported separately for each lecturer and for the department as a whole for the specified period.

Art. 264. Classroom workload in the individual education of residents who are not on the department's staff is carried out in groups of a minimum of 3 and a maximum of students and includes:

(1) Individual education to master certain methods, techniques, and approaches with an average duration of 10 days – 2 academic hours per day per trainee for the department (respectively, the lecturer who conducted the education).

(2) Individual education for accruing experience in the specialty (internship in a facility regulated by the Ministry of Health) – 0.5 academic hours per day for a trainee at the department.

(3) For FDM – 19 academic hours per week of clinical activity for assistants and 7 academic hours of lectures and seminars per week for habilitated persons.

(4) The education of residents shall be in accordance with the individual training plan for each person and separately for each calendar year, including theoretical and individual education and clarification of cases and tasks arising during work.

Art. 265. Individual education

(1) Internship – a basis for residents in the program for the relevant discipline.

(2) Paid education on specific topics, instrumental methods, and techniques, proposed by the departments and published in the Plan-Schedule booklet for the year. Its duration is determined by the Head of the training unit. The number of participants on a given date is a minimum of three participants. Each working day includes 2 academic hours of practical classes.

Art. 266. Basic course

(1) It is conducted in accordance with the approved specialization program and has a duration of one or two months, equating to an average of 22 or 44 working days. Each working day usually includes 2 academic hours of lectures and 4 academic hours of practical classes (a total of 6 academic hours). One academic hour is 45 minutes.

Art. 267. Thematic (author's) course

(1) It is conducted according to a pre-set program. Each working day includes 6 academic hours divided into lectures and practical classes at the discretion of the leader. In order for a training to be registered as a course, a minimum of 5 participants must be present. Below this minimum, the trainees switch to individual education. A list and program of the course, signed by the course leader or department head and stamped by the department, shall be submitted to the PGE Sector.

1.1. For courses lasting up to three days – after 1:00 p.m. on the day of commencement or not later than noon on the third day;

1.2. For five- and ten-day courses – by the third day of the start of the training.

Art. 268. The PGE and UHC Department proposes for approval a fee for the right to participate in courses and individual education for continuing education and highly specialized activities in the amount of BGN 30.00 /€15.34/, and for "bachelors" and "professional bachelors" in the field of "Health Care" – in the amount of BGN 15.00 /€7.67/

Art. 269. The academic and teaching staff shall pay the fees approved by the Academic Council for continuing education and training in highly specialized activities in medicine. (1)

Academic and teaching staff from the clinical departments of the Faculty of Medicine at MU-Sofia shall benefit from a 50% reduction in the fees for continuing education and training for the acquisition of license in highly specialized medical activities. (2) The preferential conditions does not include the initial fee for participation in the education.

Art. 270. The Plan-Schedule of courses and individual education for postgraduate qualification of senior medical and non-medical staff shall be published on the website of the Faculty of Medicine.

Art. 271. To be educated for the acquisition of a specialty, citizens of the EU, EEA, and Switzerland who have completed their education outside Bulgaria shall take an exam to establish their knowledge of the Bulgarian language and professional terminology in Bulgarian at the Department of Language Training and Sports at MU-Sofia. The exams are held in four sessions per year. A fee of BGN 400/€204.52/ VAT included is payable for each session.

Art. 272. According to Protocol Decision No. 45/21.05.2024 of the Academic Council. The Academic Council approves the exemption from fees for practical and theoretical education for the acquisition of a specialty by academic and teaching staff on main employment contracts in the pre-clinical departments of the Medical and Biological Complex. The decision also applies to already admitted residents.

SECTION EIGHTEEN

OFFICIAL HOLIDAYS

1. Official holidays under the Labor Code are 1 January - New Year's Day, 3 March - National Holiday - Day of Bulgaria's Liberation from Ottoman Rule, 1 May - Labor Day, 6 May - St. George's Day, 24 May - Day of Slavic Literature and Bulgarian Education and Culture, 6 September - Union Day, 22 September - Independence Day, 1 November - Day of the National Revival Leaders, 24, 25, and 26 December - Christmas Eve, Christmas, and Easter - three days.

2. The holidays of MU-Sofia, as decided by the Academic Council, are:

7 April - Day of Scientific Research and Teaching

/ non-teaching and non-attendance day by order of the Rector /,

MU-Sofia holiday, Student Scientific Session - non-teaching day, announced by order of the Rector at the proposal of the ACMS (Academic Council of Medical Students), after consultation with the Student Council at MU-Sofia,

December 8 - Student holiday,

Faculty celebrations, Medical College "Yordanka Filaretova" and Subsidiary "Prof. Dr. Ivan Mitev" – Vratsa.

2.1. A non-teaching day may be declared for participation in a scientific session, according to a list approved by the Dean or Director of the respective unit.

2.2. The days designated as official graduation ceremonies for the respective department may be declared non-school days.

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