

**MEDICAL UNIVERSITY
S O F I A**



**REGULATION
FOR PREPARING AND CONDUCTING
THE ACADEMIC YEAR 2011/2012**

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(EXTRACT)**

VIII. DETERMINING A STUDENT'S STATUS

1. Students, who have not certified their winter semester, cannot continue their studies during the summer semester and have to repeat the same year / after paying the tuition fee, specified in the regulations/. Those, who have already repeated the year because they have failed exams or have not certified a semester, are expelled.

2. Depending on the Dean's decision, pregnant students and mothers with children under 6 years of age, chronically ill patients, listed in a dispensary, those who have fallen seriously ill during the session or students, having grave family reasons, can use an extended exam session until the summer semester begins. Students, studying according to the cyclic system, are entitled to take the examination on the dates set for the next cycles. Students in FDM have a choice of a regular or a resit February session.

3. Students, who have not certified their summer semester, cannot continue their studies during the winter semester of next year and have to repeat the summer semester / after paying the tuition fee, specified in the regulations/.

4. Depending on the Dean's decision, pregnant students and mothers with children under 6 years of age, chronically ill patients, listed in a dispensary, those who have fallen seriously ill during the session or students with grave family reasons, can use an extended June session / 7 days after the regular session/.

5. Students are allowed to have a resit examination session for an unlimited number of exams.

5.1. Students in FDM can choose a resit examination session either in February or in September.

6. Students who have not sat semester examinations during a regular or an extended session (January and June) are entitled to sit for resit (September) and liquidation sessions.

7. Students, studying according to the cyclic system, who have missed the opportunity of sitting the exam because of grave reasons within the specified period of time, may sit the exam within the same academic year during another

36. The tuition fee specified in the regulations shall be paid at the beginning of each semester.

37. The final decision on the student's status is decided on by order of the Rector in accordance with the report of the Dean of the Faculty / Director of College or Affiliate.

38. In case of any violation of the Rules MU – Sofia and the moral and ethical standards of conduct, students are penalized in accordance with the Act of Higher Education.

38.1. For cheating during an examination, using different aids, documented by a protocol signed by the members of the examination committee, the student is expelled from the University for one year.

38.2. In cases of non-payment of the statutory fee, the rent in the student hostels and when causing damage to school facilities, students are penalized as follows:

they are given a warning to be expelled;
they are expelled.

39. Students, expelled under Article 74, paragraph 2 of the Law of Higher Education, cannot restore their student's rights in the MU-Sofia for a period of five years

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on the specificity of training.

28. Those who have discontinued their studies due to health, family or social reasons and who have a certified semester and cycles for the academic year, are entitled to sit for examinations in accordance with the curriculum. In cases of severe and prolonged illness the Rector may allow discontinuing studies up to three years without the right of sitting examination.

29. Discontinuing studies due to financial, social or family reasons is allowed after completing one academic year only once during the term of higher education for a maximum of two consecutive years. Exceptions can be considered and made by the Deans of the Faculty.

30. Foreign students, who repeat an academic year, pay a fee equal to a percentage of the workload of the subjects, in which they have not successfully passed an exam.

31. Bulgarian students, who have lost their student rights within 5 years from the date of discontinuing their education, can restore their students' rights without taking the entrance exam by paying a fee of the amount of the weighted average norm for the annual maintenance of a student under the Law of the budget for the corresponding financial year. After the period of five years since discontinuing education has elapsed, restoring student's rights can be achieved by successfully passing university entrance exams.

32. Students, who have restored their students' rights, perform all tasks in accordance with the academic curriculum in the disciplines, in which they have not successfully passed examinations.

33. The student status of part-time students in FPH is decided on in accordance with these Rules.

34. Within one week after the end of the September examination session students are expected to arrange a meeting in the Dean's Office of the Faculty in order to have their student's status specified. After this period, the student status is decided on in accordance with these Rules without the mandatory presence of the student.

35. Enrolment of students at the beginning of the academic year shall be as follows:

35.1. For students who have passed all their exams – within one week after the beginning of the academic year

35.2. For students with exams during an extended or liquidation session – within one week after the end of the corresponding session;

35.3. Students, who have not met the deadline for enrolment, repeat the academic year.

extended sessions in January up to 15 March and in September up to 15

cycle. When they haven't used this opportunity for good reasons, they are entitled to sit the exam twice – during a resit and an extended examination session.

8. Students, studying according to the cyclic system, who have not certified a cycle (cycles), repeat the academic year with the right to sit exams for the certified cycles. Those, who have repeated the previous academic year due to uncertified semester or poor grades, are expelled / except VI-year students/.

9. Permission to do practical exercises one has missed is given in the existence of good reasons: up to two exercises- by the Head of the Department; up to three exercises – by the Vice Dean on Education of the Faculty, on the basis of a letter submitted not later than three days after the absence, and not after the last absence / if the absences do not follow one after the other/. When the number of absences is more than three, but not more than one third of the academic curriculum, the Dean suggests a decision to be taken on the student's status.

The missed exercise is to be done immediately after the absence up to the 14th week and not at the end of the semester. The exercise is to be controlled by the assistant professor, assigned to the corresponding student's group and the student's progress is to be checked using a brief oral discussion. The results of the progress check are to be written down in the workbook (control card) of the student as the name of the assistant professor, who has supervised the exercise, is to be noted.

10. Medical students, studying according to the cyclic system, who have been absent during three exercises, do the exercises after the permission of the Dean. The heads of the departments have to ensure opportunities for doing the exercises on Saturdays, Sundays, during night shifts, as well as during the time allocated to preparing and sitting examinations.

11. Students of the Faculty of Public Health from the specialties "Midwife" and "Nurse", who have up to 3 days absences from clinical practice, can have the practice with the permission of the Head of the Department of Healthcare.

11. A. Students of the Faculty of Public Health from the specialties 'Midwife', 'Nurse', Bachelor's degree, who have not certified their clinical practice in the corresponding wards, cannot continue their practice and discontinue their studies because of an uncertified semester.

12. Students from the Medical College - Sofia and Vratsa Affiliate, who have up to 3 days absence from training practice, can do it with the permission of the Directors.

Those, absent for good reasons, can do the academic practice on Saturdays, Sundays, during night shifts and during the time allocated to preparing and sitting examinations.

13. Pregnant women and mothers with children up to the age of six are allowed

October.

14. First- to fifth-year students, as well as sixth-year FM students, who have more than one exam for the resit examination session and who fail one of them and due to a serious illness or family reasons cannot use the entire resit examination session, are allowed to get a permission for a liquidation session only for the exams they have not sat for good reasons. Their student's status is decided upon depending on their grades.

15. Students, who have not sat more than three exams during the examination session for health reasons and who have submitted a letter to the Dean with an attached document, discontinue their studies for health reasons.

16. Students, who have finished their education during the semesters and who after the resit session remain with up to 3 exams they have not taken, are entitled to a liquidation session.

17. Students, who have finished their education during the semesters and who after the resit session remain with more than 3 exams they have not taken, repeat the year because of insufficient grades irrespective of the fact whether they have discontinued their education because of an uncertified semester or repeated an year because of insufficient grades in the previous years. The students, who have not passed the exams successfully, are expelled from the University.

18. Students of the Faculty of Pharmacy and Faculty of Public Health, who have finished their education during the semesters and who after the liquidation session have exams they have not taken, repeat the year because of poor grades, regardless of the number of exams and of whether they have discontinued their studies due to an uncertified semester or repeated a year because of poor grades in previous years. The students, who repeat a year and do not pass the exams successfully, are expelled from the University.

19. Students, who have not finished their education during the semesters and who remain after the resit examination session with four or more exams they have not taken, are expelled.

20. Students, who have not finished their education during the semesters and who remain after the resit examination session with up to three exam they have not taken, are entitled to sit exams at a liquidation session. Those who do not take the three exams repeat the year because of poor grades after payment of the tuition fee specified in the regulations. Those, who have already repeated a year because of poor grades and because of an uncertified semester, are expelled.

21. Students, who do not finish their education during the semesters and

remain after the liquidation session with up to two exams they have not taken, continue their education under conditions.

22. Medical students, studying according to the cyclic system /without graduates who finish their education during the semesters/, who after the liquidation session remain with two exams they have not taken, continue their education under conditions. The conditional examinations should be taken until the end of the academic year in accordance with the curriculum. Students are entitled to three sessions - regular, resit and liquidation.

23. Students are permitted to continue education in a certain year under condition with up to two exams every year, but not in the same subjects. Students enrolled in MF who have continued education under condition have to gain the necessary credits in the following academic year.

24. Repeating a year because of poor grades or discontinuing education due to an uncertified semester is allowed only once during the period of training / except for graduates who finish their semester education/.

25. Students who have enrolled under condition and who have not taken successfully their conditional exams / or one of them /, repeat the year during which the discipline is studied according to the curriculum after paying the tuition fee, specified in the regulations.

Foreign students enrolled with a full tuition fee, pay the amount of the value / for the corresponding academic year/ of the subjects in which they have not passed exams;

Foreign students enrolled under Decree № 228/20.05.97 lose their scholarship and pay the amount of the value / for the corresponding academic year/ of the subjects in which they have not passed exams;

Foreign students enrolled under Decree № 103/31.05.93 pay 30% of the amount of the value / for the corresponding academic year/ of the subjects in which they have not passed exams.

26. Students, who have discontinued their education due to failure in exams, repeat the academic year with the right to sit the exams without attending classes.

Students of the Faculty of Public Health, in the specialty of 'Nurse' and 'Midwife' have to fulfil their obligations for a clinical practice during the year they repeat.

Students of the Medical College of Sofia and Vratsa Affiliate perform their obligations in connection with their traineeship practice during the year they repeat.

27. Pregnant students and mothers with children under 6 years of age may discontinue their studies up to 2 years for each child. Then, until the child turns 6 years of age, these students enjoy a less busy regimen of academic activities. Each faculty assesses what this less busy regimen will be depending

