

Regulations for the Students' rights and obligations at Technical University - Varna

Varna 2020

SECTION ONE

GENERAL

Article 1

These regulations regulate the rights and obligations of students at the Technical University - Varna.

For the purposes of these regulations:

1. The term "University" means Technical University - Varna.
2. The term "higher education" means post-secondary education, structured and organized according to the procedure provided by the Higher Education Act (HEA) and for the purpose of acquiring scientific knowledge in a certain specialty, as well as the ability for their application and development.
3. The term "student" means one who studies at the University in order to acquire the educational and qualification degrees of higher education "professional bachelor in ...", "bachelor" and "master".

Article 2

(1) The structure and the activity of the University regulations may not affect the basic civil rights and obligations of the students, determined in Chapter Two of the Constitution of the Republic of Bulgaria.

(2) In addition to the rights and obligations under the previous paragraph, students at the University also have academic rights and obligations determined by the Higher Education Act, the regulations for the activity of the University and other normative documents for the regulation of higher education.

For the purposes of these regulations, the term "rights and obligations" means the academic rights and obligations of students.

Article 3

(1) Rights and obligations of students arising from age, sex, nationality, ethnicity, race, social origin, religion and political views are inadmissible.

(2) For the students from the University rights and obligations, determined in regulations of another higher school, are inadmissible.

Article 4

(1) Student status is acquired upon enrollment at the University and is lost upon deregistration and for the period of removal from the University.

(2) The types of education at the University are: education, subsidized by the state and education, not subsidized by the state.

(3) The forms of education at the University are: full-time, part-time, evening, distance and individual education in these forms.

(4) The provisions of these regulations shall be applied equally to all students, except in the cases when the text of the provision states that it applies only to students of a certain type and form of education.

SECTION TWO

Students' rights and obligations

Article 5

(1) The students at the University have the right:

1. To participate directly in the organization of the educational process and to receive timely full information about the same.
2. To receive qualified help and guidance for their professional and creative growth.
3. To choose academic disciplines from the disciplines defined as elective and optional in the curriculum of the specialty, in accordance with the current Ordinance for determining the academic employment of teachers at TU - Varna.
4. To choose a teacher when in one discipline for the specialty the training is led by more than one teacher.
5. To be trained not only in the specialty in which they are accepted at the University, but also in a second specialty according to the procedure determined by these regulations.
6. To complete in a shortened term according to an individual schedule, due to the order determined by these regulations.
7. To move to another faculty, specialty, from qualification "professional bachelor in ..." to qualification "bachelor" and in the reverse order, to change the form of education, as well as to move to another school, according to order determined by these regulations.
8. To apply for continuing their education in foreign higher schools by an order determined by the state.
9. To interrupt their studies at the University, as well as to continue it afterwards in the order determined by these regulations.
10. To leave the University of their own free will and to be issued an order for unsubscribe.
11. To participate in the research and in the educational - production activity of the University, guaranteeing them the copyright, inventive and related rights and remunerations, by an order determined by separate ordinances.
12. To use the entire educational, scientific, production, household, cultural and sports base of the University, in an order determined by separate regulations.
13. To use student dormitories and canteens, according to an order determined by the state and separate regulations.
14. To receive scholarships and to use a loan for payment of fees and/or for maintenance during the period of education under conditions and by an order determined by the law of the state.
15. To use in each academic year a vacation, not less than 30 days, provided in the structure of the educational process, as well as leave according to the order, determined by these regulations.
16. To elect and be elected in the leading bodies of the University.
17. To express a free opinion on the state of the educational process and research activity at the University, including through anonymous surveys and sociological surveys.
18. To associate in educational, scientific, cultural and sports communities for protection of their interests, as well as to be members of international organizations, whose activity does not contradict the laws of Republic of Bulgaria.
19. To request and receive from the University Certificates and official notes certifying circumstances and facts related to their student status, which are issued in Bulgarian language.
20. To restore student rights.
21. To submit written explanations, upon request of the governing bodies of the University, in case of violation of these regulations by them. Decisions taken by the governing bodies in

the mentioned above case are revoked, except where students have refused to give written explanations.

22. To be rewarded with moral and material rewards.

23. To conduct training in other Higher Education Schools under international programs, as the recognition of the accumulated credits is carried out according to the Rules for organizing the student mobility and recognition of educational credits and periods of study.

24. To be informed about the reasons for the received grades within the current academic year after submitting an Application to the Dean of the Faculty (Director of the College).

25. When taking conditional exams, the students may take an exam, after submitting an Application, and in front a commission of the department (Department), which provides the training in the discipline. The composition of the commission, which does not include their lead lecturer, is determined by an order of the Rector upon of the proposal of the Head of Department (DEPOS Director).

26. Students from the regulated specialties, who have certificates for special and additional training, included in the respective optional disciplines, submit a Declaration (according to a sample) and an Application to the Dean of the faculty, for recognition of the optional discipline, for issuing an individual protocol without payment and registration the grade in the Student book and in the General ledger.

27. With a decision of the faculty councils, the excellent students can be involved in the organization and preparation of the classes.

(2) Orphan students, students with permanent disabilities and reduced working capacity 70 and over 70 per cent, war invalids and war victims, persons brought up to adulthood in homes for raising children deprived of parental care, pregnant women and mothers with children up to 6 years of age, medical students and students-competitors, who are participants in national teams, have the right to a simplified training regime determined by these regulations.

(3) The officials of the University are obliged to give support to the students in the implementation of their rights under these regulations.

Article 6

(1) The students at the University are obliged:

1. To comply with the Higher Education Act and the regulations of the University.

2. On the territory of the University not to carry out political and religious activities, as well as activities related to nationality, ethnicity, race and social origin, not to show ethnic or religious intolerance, not to preach their religious beliefs, not to demonstrate religious symbols, not to perform religious rites and other actions that do not correspond and are in contradiction with the secular nature of higher education.

3. To protect the material base of the University and to observe on its territory the generally accepted health and hygiene norms.

4. To treat with respect the management, professors and officials, as well as to preserve the prestige of the University.

5. To fill in and submit timely health insurance declarations.

6. To attend all classes (lectures, exercises and practical classes), according to the weekly schedules for each semester.

7. To keep a certain order and discipline during the classes, following all the instructions of the teachers. In case of violation of the order, the students are removed from the class and it is considered as missed for disrespectful reasons.

8. To perform within the set deadlines the individual tasks assigned to them, course-works and course-projects.

9. To take their examinations in the order determined by these regulations.

10. To enroll in the Front Office "Student Services" for each semester with a Student book and a document for paid semester fee, according to the deadline set by order of the Rector. Students exempt from the semester fee must also enroll in the Front Office "Student Services" for each semester with a student book and an up-to-date document at the expiration of the previous one.

11. To assist the officials of the University in the performance of their duties, including to identify themselves upon request with a regular identity document issued by the University.

12. Not to provide to other persons the documents issued on their name.

2) The following students are exempt from paying fees:

- persons who are round orphans (up to 25 years old); persons with permanent disabilities and reduced working capacity 70 and over 70 percent; war invalids and war victims;
- persons brought up to adulthood in homes for upbringing and education of children deprived of parental care;
- students, admitted under conditions and by order, determined with an Act of the Council of Ministers, in case such exemption is provided in this Act.
- Orphan students and those with MLEC (medical-labour expert commission), with a lifetime, submit the documents once. The latter fill in an annual declaration that there is no change in the term of the MLEC.

Article 7

(1) For students who do not fulfill their obligations under the curriculum according to the Higher Education Act and the present regulations of the Technical University of Varna, the term of study shall be changed or terminated by:

1. Interruption of the training for one year;
2. Removal from the university for a definite term.

(2) A student who guilty violates the Higher Education Act and the regulations of the University shall be punished with:

1. Strict reprimand and warning for removal;
2. Removal from the university for a definite term.

The punishment under Item 1 of this article shall be imposed by the Dean of the Faculty (Director of the College). The punishment under Item 2 of this article shall be imposed by the Rector of the University.

(3) The provisions of paragraph 2 of this article shall be applied in observance of the provisions of Article 5, paragraph 1, item 21 of these regulations.

(4) The students, removed by the order of paragraph 1, item 2 and paragraph 2, item 2 of this article, may restore their student rights after the expiration of the term, applying as Article 12, paragraph 8 of these regulations.

SECTION THREE

Student State

Article 8

1) During the semester the student attends all classes (lectures, exercises and practical classes) in the mandatory, elective and optional disciplines of the curriculum.

(2) During the semester a semester control shall be conducted, which shall participate in the formation of the final assessment in the studied discipline. Students must be prepared for the seminar and the laboratory exercises.

(3) Students with chronic and permanent specific diseases may be released from the classes of specialized sports training after submitting an application to the Dean (Director of the College), accompanied by a medical document issued by the Dispensary for Sports Medicine or MLEC at the place of residence. The Expert from the Front Office "Student Services" enters in the student's book the period for which the student is released. In their application to the Dean of the Faculty (Director of the College), students must indicate for attendance the discipline provided in their curriculum for such cases.

Article 9

(1) During the academic year the students from regular form of education may be absent for valid reasons not more than 25 school days, and from part-time form - 7 school days.

(2) The student may request with an application to the Dean of the faculty (the Director of the College) academic leave for important family or religious reasons with duration, determined in paragraph 1 of this article.

(3) A student, absent for valid reasons (illness or according to Article 9, paragraph 2), after the absence shall present within seven days the respective justifying document in the Front office "Student Service" in order to mark in the student book the absences as justified.

(4) Within the term under the preceding paragraph, the student shall submit an Application to the Dean of the faculty (the Director of the College) for working off the missed classes without sanctions and conducting the semester control. The leading lecturer offers a schedule for completing the classes, which is certified and controlled by the Head of the department.

Article 10

(1) Each discipline shall be completed according to the form of assessment, foreseen in the curriculum of the specialty.

(2) The main forms for control of the knowledge and skills of the students are the semester and session assessment.

(3) For disciplines with a procedure "Examination" the final grade is formed as a total result of the semester and session assessment.

(4) For disciplines with procedure "Continual assessment" and "Course project" the final assessment is formed by the semester assessment.

(6) For disciplines with a procedure "Pass" the final grade in points is equal to the points of semester control.

(7) The final score in points (CP – control points) shall be equated to the six-point system as follows:

- Up to 49 points - Poor 2.00
- 50 to 61 points - Average 3.00
- 62 to 74 points - Good 4.00
- 75 to 88 points - Very good 5.00
- 89 and more points - Excellent 6.00.

(8) The examination protocol for the academic discipline shall contain columns for enrollment for each student of the final grade in points (CP) and the final grade according to the six-point system or "Pass".

(9) In case of received poor grade (2) at the regulated exam sessions or in case of non-appearance of the student at the exam during the regular and retake exam sessions, and in

case of poor grades (2) from an annual retake session, the semester control points multiplied by their weighting factor (as a final assessment).

(10) For each discipline of the department council the forms for semester control and the criteria for their assessment, the coefficients of weight of the semester and session assessment in the final assessment are accepted and are reflected in the curriculum of the discipline.

(11) The assessment teams or leading lecturers of the discipline of the first lecture (exercise) are obliged to provide the students a syllabus, compiled in accordance with the curriculum, the forms for semester control, the assessment regulations (during the semester and the exam) and the conditions, as admission to an written examination. By the end of the semester, the assessment teams (leading lecturers) must form and announce to the students the semester assessment in points.

(12) Students have the right to appear once for additional control for raising the semester points up to two days before the date of the exam, by submitting an Application to the Dean (Director of the College), agreed with the lead lecturer.

(13) The documentation with the results of the semester and session control (written papers, materials or electronic media with assessments of current assignments during the semester, course-works, etc.) shall be stored in the archives of the assessment team one year after the end of the respective session.

Article 11

(1) The main form of session assessment is the written examination, which can be combined with an oral one. The exam is mandatory and is held during the exam sessions. All students who have fulfilled their student obligations, provided for Article 6, paragraph 6 and 7 of the current Regulations and the curriculum, for which they have countersigning from the leading lecturer of the discipline. The leading lecturer certifies the respective discipline after coordination of the opinion of all lecturers, providing the training in it.

(2) Students who have not received a signature in the respective discipline have the right to attend lectures and exercises once during the remaining period of study at the University, and for this purpose submit an application to the Dean (Director of the College). They do not pay an additional semester fee.

The effect of this paragraph shall also apply to equivalence examinations, which the student must pass according to the current curriculum.

(3) For the academic year five examination sessions are provided, according to the structure of the educational process for all specialties at the University:

1. Regular and Retake examination sessions of the winter semester;
2. Regular and Retake examination sessions of the summer semester;
3. Annual retake examination session.

(4) The duration of the examination sessions and their calendar arrangement shall be determined by the structure of the educational process, agreed by the Academic Council.

(5) The examinations of the examination sessions shall be conducted according to schedule prepared by EMD (Educational and Methodical Department) and approved by Deputy Rector of Education. If it is necessary to conduct an exam outside the approved schedule, an order is issued.

(6) The student has the right to appear at each exam three times during the academic year: one appearance at the regular and retake exam sessions of the respective semester and one appearance at the annual retake exam session.

(7) The right to take an examination at a certain examination session shall be considered used, if this session the student has not appeared at the examination for disrespectful reasons.

(8) In case of illness during an examination session, certified by a medical document, or a business trip, certified by a copy of a reported business trip order, the student may request postponement of the examination (examinations) by submitting an Application to the Dean of the Faculty (Director of the College). Students from the regulated specialties, in their absence from the country during an examination session, may request postponement of examinations by submitting an Application to the Dean of the Faculty (Director of the College) within two weeks after their return, certified by a document for sailing internship.

(9) The students listed in Article 5, paragraph 2, have the right to take exams on regulated examination sessions with individual protocols, after submitting an Application to the Dean of the Faculty (Director of the College), accompanied by the relevant documents.

(10) Students who have worked excellent during the semester or have a document certifying the relevant level of knowledge in the discipline, may be exempted from part of the examination material or from the entire examination at the discretion of the teacher and by decision of the department council, and the necessary examination documentation.

(11) The examination results are rated according to the six-point system with whole numbers. Successfully passed exam is considered with a grade of at least "Average 3". In this case, the corresponding number of credits is awarded, according to the curriculum of the specialty.

(12) The Leading lecturer shall enter the results of each conducted examination in the examination protocols, in the student's book and in the general book.

(13) In case of proven attempts for fraud during an examination, the guilty students shall be punished by the order of Article 7 (2). The Leading Lecturer and the Invigilator are required to report in writing any attempted fraud to the Dean of the Faculty (Director of the College).

(14) The student has the right to retake the exam, which he has already passed successfully. Upon application by the student, the Dean of the Faculty (Director of the College) issues an order which is cancelling the grade from the exam and is allowing a single re-appearance of the same exam within the regulated sessions. Upon sitting for the exam, the student must have an individual protocol, received in accordance with the Order of the Rector for the annual fees.

Article 12

(1) The examination condition of the student is determined after the end of the Annual retake session.

(2) The student passes to a higher course after he/she has successfully passed all the procedures, determined according to the curriculum for the past academic year.

(3) The student passes conditionally to a higher course, if there are up to four failed procedures (excluding the equivalence exams) for the academic year. Once, with the permission of the Rector, the student may have more than four failed procedures, but they must be reduced to four within the next semester. Taking conditional exams from previous years is in accordance with the Order of the Rector for the annual fees, and the student can appear no more than three times in each discipline for the remaining course of study, during the exam sessions planned in the structure of the study process, if has fulfilled all obligations arising from Article 6, items 6 and 7 of these Rules and has received signature in the disciplines.

(4) The overall examination condition of the student is determined at the end of the training course (after the end of the last annual retake session).

(5) In case of unsatisfied procedures, according to par. 4, the student interrupts his/her studies due to poor performance for one academic year. Students are allowed up to 3 (three) appearances for each failed procedure.

(6) During the period of interruption by the order of paragraph 5 of this article, the student has the right to appear at all exams in case of fulfillment of obligations arising from Article 6, item 6 and item 7 of these Regulations and received signatures in the disciplines, in compliance with the Order of the Rector for annual fees.

In case of non-fulfillment of the obligations under Article 6 items 6 and 7 of the present Regulations and up to 6 not received signatures in disciplines from the curriculum of the specialty, the student pays one semester fee according to the Order of the Rector for fees. In case of more than 6 not received signatures he pays two semester fees according to the Order of the Rector for fees.

(7) If during the period of interruption, the student fails to pass all failed exams, he shall be removed from the University for a certain period.

(8) A student removed from the university by the order of the previous paragraph may restore his/her student rights by submitting an Application to the Rector in the Front office "Student Service" and paid refund fee, and acquire status of interrupted for poor performance for one academic year.

(9) During this period of interruption applies act of paragraph 6 of this article with fees for non-subsidized training.

(10) If during the period of repeated interruption, the student fails to pass all failed exams, he is removed from the University for a certain period. Recovering the student rights is according to paragraph 8.

(11) To all interrupted students under paragraph 5 and paragraph 8 of this Article is given the right to attend classes once in the disciplines and to change their points of semester control.

(12) During the period of interruption by the order of paragraph 5 and paragraph 8 of this article, the student is not entitled to get scholarships and to use the dormitory.

(13) The interrupted students by the order of paragraph 5 and paragraph 8 of this article do not have the rights under Article 5, paragraph 1, items 5, 6, 7 and 8 of these Regulations.

Article 13

(1) The student may interrupt his/her studies for one year for family reasons once during the course of his/her studies, by submitting an Application to the Rector in the Front office "Student Services". Interruption for family reasons is possible, if the student has enrolled for the relevant semester.

(2) The student may interrupt his/her education for a certain period of time due to health reasons, by submitting an Application to the Rector in the Front office "Student Services". The Application must be accompanied by a document from a medical commission certifying the illness and the need of interrupting the training.

(3) During the period of interruption by the order of paragraph 1 and paragraph 2 of this article, the student has the right to take all failed exams, according to the requirements of Article 12, paragraph 3 of these regulations.

(4) During the period of interruption by the order of paragraph 1 and paragraph 2 of this article, the student is not entitled to get scholarships and to use the dormitory.

(5) The interrupted students by the order of paragraph 1 and paragraph 2 of this article do not have the rights under Article 5, paragraph 1 items 5, 6, 7 and 8 of these regulations.

Article 14

A student who has not paid the tuition fee is "removed for unpaid semester fee" until the fee for the same semester is paid. After the payment of the semester fee and fee for "reimbursement after unpaid semester fee" within 1 month from the removal and submission of an Application to the Rector in the Front office "Student Service", the student is "reimbursed after unpaid semester fee" in the same semester. If the student does not restore his/her student rights by the above term, he/she has the right to restore them in the same semester of the next academic year in the same order.

Article 15

(1) Students removed from the University who studied according to curriculum before the academic year 2004/2005 may restore their student rights by submitting an Application to the Rector in the Front office "Student Services" and paid a fee for "recovery after removal".

(2) Restoration of student rights for students from the regulated specialties is by passing a candidate-student examination or with an assessment by SME (State Matriculation Exam).

(3) The course of study, the failed exams and the credits are carried out by a commission composed of the Dean of the Faculty (Director of the College), Deputy Rector of Education (Deputy Director) and Head of the specialized department, who draws up a protocol.

(4) The Dean of the faculty (the Director of the college) shall determine the course of study in accordance with the decision of the commission under the previous paragraph. The student's education continues according to the current curriculum of the course in which he/she has been reinstated.

Article 16

(1) After all obligations are fulfilled, provided for by the curriculum for the semesters, preceding the graduation, the students are considered as semester graduates and acquire the status of graduates.

(2) The graduates, who are to take the state examinations determined according to the curriculum, receive synopsis for the same and the schedule of the examination sessions shall be announced to them.

(3) The graduates, for whom the development and defense of a graduation thesis paper is envisaged according to the curriculum, shall receive a diploma assignment and the schedule of the sessions for diploma defenses shall be announced to them.

(4) The state examinations and the defenses of a graduation thesis paper shall be conducted by state examination commissions, appointed by the Rector in compliance with the state requirements and the internal regulations for the requirements and the procedure for protection of the diploma theses and conducting state examinations.

(5) Two sessions for state examinations and defense of a graduation thesis paper shall be determined for each class. The schedules for them are approved by Deputy Rector of Education.

(6) The graduates, who have not appeared at the state exam/defense of a graduation thesis paper due to disrespectful reasons, have not handed in their Thesis or have unsuccessfully passed the state exam/defense of a graduation thesis paper at the planned two sessions, according to the approved structure of the study process for the respective academic year, are removed from the University (removed with the right to defense) until the date of the beginning of the preparation of the state exam / thesis (according to the structure of the

educational process of the next academic year). Students can receive certification that they have completed the semester.

(7) The Rector shall restore the rights of the graduates, removed by the order of paragraph 6, upon their Application, submitted to the respective faculty office, as of the date for beginning of preparation of a state exam/thesis (according to the structure of the educational process for the respective academic year). They pay a semester fee for part-time education (paid form), determined by an Order of the Rector.

(8) Graduates who have restored their rights by the order of paragraph 7 are admitted to a state examination or defense of a graduation thesis paper of the regulated examination sessions.

(9) Pregnant women, mothers with children up to 6 years of age and graduates who have submitted a document from a medical commission certifying an illness, have the right to postpone a state exam or defense of a graduation thesis paper, after submitting an Application to the Rector, at the secretary of the respective faculty. The latter must have developed their thesis if they complete their training with such.

(10) Graduates and scholarship holders in student mobility programs have the right to postpone a state exam or defense of a graduation thesis paper after submitting an Application to the Deputy Rector for Education.

(11) The graduates receive their Diplomas for higher education after a withdrawal form is presented.

SECTION FOUR

Simplified conditions for education

Article 17

(1) Orphan students (up to 25 years old), persons with permanent disabilities and reduced working capacity 70 and over 70 per cent, military invalids and persons brought up to adulthood in foster homes for children deprived of parental care, pregnant women and mothers with children of under the age of 6, students with special educational needs, medical students, as well as athletes participating in National University Championships and international sports events can benefit a simplified training regime by choosing in advance one of the following ways:

1. Simplified regime of attending classes, after a decision of the Department Council of the respective department, and taking exams at the regulated sessions and with individual protocols (up to three exam appearances);

2. Changing the form of education from full-time to part-time and vice versa.

(2) The term of education of the mother students may be extended up to two years with interruption of the education for each child. During the period of interruption, the female students benefit all the rights under Article 5, paragraph 1 of these regulations.

(3) When both parents are students, until the child reaches the age of 6, the simplified study regime may be used at the choice of one parent.

(4) If the student family has two or more children, regardless of age, both parents-students may benefit a simplified study regime.

SECTION FIVE

Second specialization training, Short-term training

Article 18

(1) Students have the right to study in a second specialty, if they meet the following conditions:

- Successfully completed first year;
- Successfully passed a competitive exam for the second specialty.

(2) The training in the second specialty is not subsidized by the state. Students pay a tuition fee for their second specialty.

(3) The Application for training in a second specialty shall be submitted to the Rector in the Front office "Student Services". After entering the student status and opinion of the Dean, the Application is sent official for an opinion of the Dean of the faculty, where the training in the second specialty will be carried out.

(4) The Applications approved by the Rector are sending to the Front office "Student Services". An order is issued by the Rector for enrollment of the student in the second specialty.

Article 19

(1) The student is not allowed to give up his/her training in the first specialty and to continue his/her education only in the second specialty.

(2) In case the student has graduated in the first specialty, but has not completed his/her education in the second, the education in it continues in part-time or full-time form.

(3) If a student is allowed a break for health or family reasons in the first specialty, he is allowed the same break in the second specialty. During the interruption period, the student has the right to take exams in the disciplines in which he has signatures.

(4) The average annual success in the second specialty is not a ground for the student to receive a scholarship, to be accommodated in student dormitories and others.

Article 20

(1) The student may request to complete his/her studies in a shortened term, if there are no conditional examinations.

(2) After a positive opinion of the department council of the specialized department, the student submits an Application to the Rector in the Front office "Student services". The specialized department prepares an individual schedule for the student's training in a shortened period and appoints a lecturer responsible for the implementation of the schedule. The individual schedule and the person in charge are approved by the faculty council.

(3) The Rector shall issue an order for training in a shortened term and shall approve the individual schedule and the lecturer, responsible for its implementation.

(4) Short-term training shall not be permitted for students of the regulated specialties, as well as the student is studying in the first and second specialty.

(5) The students, studying according to an individual schedule, shall pay a fee for each semester of the curriculum of the specialty.

SECTION SIX

STUDENT INTERSHIPS AND BRIGADES ABROAD

Article 21

(1) Full-time students who want to go on summer internships (brigades) abroad may receive a certificate from the Front office "Student Services" that they are enrolled as students for the summer semester of the respective academic year, after payment of the semester fee.

(2) The students are obliged to enroll for the next academic year according to Article 6, paragraph 10 of these regulations.

SECTION SEVEN

CHANGE OF THE FORM OF TRAINING, MOVEMENT IN ANOTHER SPECIALTY IN TECHNICAL UNIVERSITY – VARNA

Article 22

The student may request a change/transfer in accordance with this section, if the semester/academic year has ended.

Article 23

Change of the form of education within one faculty (college) is allowed by the Dean of the faculty (Director of the college), in coordination with the Head of the department, after an Application is submitted to the Front office "Student Services" and order issued by the Dean of the faculty (Director of the College).

Article 24

(1) A student may request, by submitting an Application to the Rector, transfer to another specialty or from the qualification "professional bachelor in ..." to the qualification "bachelor" and back in the same or another specialty, if he meets the following conditions:

- Successfully passed a competitive exam for the required specialty;
- Vacancies in the specialty, determined within the admission for the respective academic year.

(2) The transfer under the preceding paragraph is carried out in the following order:

1. Students submit an Application to the Rector for transfer to the Front office "Student Services". Applications submit after the end of the annual remedial session.
2. After entering the student status by an Expert TIS and an opinion of the Dean (Director), agreed with the Heads of departments, the Applications are submitted to the office of the Rector's Office.
3. The student Applications approved by the Rector are returned to the Front office "Student Services". For the transfer of the student to the new specialty and an academic transcript is issued an order.
4. In the main unit commission composed of Dean of the Faculty (Director of the College), Deputy Rector of Education (Deputy Director) and Head of the specialized department, recognizes the credits in the respective disciplines, acquired in the other specialty, and draws up a protocol which indicates the course of study.

Article 25

(1) A student may request transfer from a bachelor's degree to a professional bachelor's degree in the same or another specialty of the same professional field by submitting an Application to the Rector.

(2) Transfer from one specialty to another shall be carried out by the order of Article 24, paragraph 2 of these Regulations.

SECTION EIGHT

TRANSFER OF STUDENTS FROM ONE HIGHER SCHOOL TO ANOTHER

Article 26

(1) The transfer of students **from Technical University - Varna to another higher school** takes place after the end of the academic year in the following order:

1. The student obtains principled agreement for the transfer from the Rector of the other higher school by submitting an Application to him.
2. The student submits an Application to the Rector of Technical University - Varna in the Front office "Student Services" with a request for transfer. Attached to the Application is the principled agreement of the Rector of the other higher school.
3. After a positive resolution of the Application, an order is issued for deregistration of the student from TU-Varna due to transfer.
4. Expert TIS prepares a Transcript of records for the exams taken by the student, which is received after providing a document for leaving the Technical University - Varna and a completed withdrawal form.

(2) The transfer of students **from other higher schools to Technical University - Varna** takes place after completed semester in the following order:

1. The student submits an Application to the Rector of Technical University - Varna for obtaining principled agreement for the transfer. The application indicates the desired specialty, the form of training and date of movement.
2. The student submits a similar Application to the Rector of the current higher school.
3. The student submits the following documents to the Front office "Student Services" of Technical University - Varna:
 - Order for deregistration and transfer to Technical University - Varna;
 - Transcript of records for the exams passed at the other higher school;
 - Official note for successfully passing a competitive exam for the requested specialty;
 - Diploma for completed secondary education (original).
4. In the main unit a commission composed of the Dean of the Faculty (Director of the College), Deputy Rector of Education (Deputy Director) and Head of the specialized department, recognizes the credits in the respective disciplines, acquired in the other higher school and draws up a protocol.
5. On the basis of the drawn up protocol, the Dean (Director) of the respective faculty determines the course and semester in which the student can be enrolled.
6. The student is issued an order to continue his studies at TU - Varna.

SECTION NINE

TRAINING IN TECHNICAL UNIVERSITY - VARNA AFTER EDUCATION-QUALIFICATION DEGREE (ACS) IN THE SAME OR LOWER ACS IN A NEW SPECIALTY

Article 27

(1) This section is in accordance with Article 42, paragraph 9 and Article 91, paragraph 5, item 2 of the Higher Education Act and refers to the training of persons, having a diploma for "Professional bachelor in ...", Bachelor's degree or Master's degree.

(2) The training is not subsidized by the state, as the annual tuition fee shall be determined on the basis of Article 95, paragraph 4 of the Higher Education Act.

Article 28

(1) The procedure for submission of documents and enrollment in the same or lower qualification in a new specialty for Bulgarian citizens is the following:

1. The persons submit an Application to the Rector in the Front office "Student Services", within two weeks before the beginning of the academic year. The Application is accompanied by an original and a photocopy of the diploma (the original is returned after reference) and an official note for passing the entrance exam, or the candidate declares in the Application that he is accepted with a grade from the State Matriculation exam, the university that issued the diploma.
2. After an opinion of the Dean of the Faculty regarding the possibility for training in the respective specialty and form, the Application is sent official for permission by the Rector.
3. The Application approved by the Rector is returned to the Front office "Student Services". In the main unit commission composed of the Dean of the Faculty (Director of the College), Deputy Rector of Education (Deputy Director) and Head of the specialized department, recognizes the credits in the respective disciplines, acquired in the system of continuing education and draws up a protocol. Based on the protocol, the Dean determines the course in which the student can be enrolled.

An order for enrollment of the student in TU-Varna in the specified course is issued by the Rector, and is accompanied by the signed in two copies training contract. Enrollment for a student is made after payment of the tuition fee. Its annual amount is determined on the basis of Article 95 of the Higher Education Act.

4. The student is given a copy of the signed contract and the original diploma for the first degree is returned. A copy of the signed contract and a copy of the higher education diploma are kept in the Front office "Student Services".

Article 29

(1) The procedure for submission of documents and registration after acquired qualification for foreign citizens is the following:

1. The persons submit an Application to the Rector in "International cooperation and foreign students" (ICFS) Department, within two weeks before the beginning of the school year. The Application is accompanied by a photocopy of the diploma, a Transcript of records and credits obtained, and a set of documents for enrollment.
2. General University Commission, appointed by order of the Rector, composed of: Deputy Rector of Education, Head of the ICFS Department, Dean of the Faculty and Head of the specialized department reviews the submitted documents, recognizes the accumulated credits from the previous educational and qualification degree and determines the training course.
3. For enrollment of the student in TU-Varna in the determined course is issuing an order to the Rector.

SECTION TEN

CLOSING REGULATIONS

- § 1. A valid curriculum is considered the curriculum of the course in which the student will study after recovery.
- § 2. Article 12, paragraph (3) comes into effect for students admitted from the 2020/2021 academic year.
- § 3. All issues not settled by these regulations are decided by the Rector of the University.