



FIRST-YEAR MEDICAL STUDENT HANDBOOK



FACULTY OF MEDICINE

VARNA
2015/2016



International Gold and Silver
Award to Quality

**MEDICAL UNIVERSITY “PROF. DR. PARASKEV STOYANOV”-
VARNA**



FIRST-YEAR MEDICAL STUDENT HANDBOOK

FACULTY OF MEDICINE

Academic year 2015/2016

VARNA

Revised: Summer 2015

“MEDICINE IS THE MOST NOBLE ART”

(Omnium artium medicina nobilissima est)

TABLE OF CONTENTS

Welcoming address by the Rector _____	4
A brief overview of Medical University	
“Prof. Dr. Paraskev Stoyanov” – Varna _____	5
Mission, values, vision _____	6
The management of Medical University	
“Prof. Dr. Paraskev Stoyanov” – Varna _____	7
Overview of the M.D. Programme at MU – Varna _____	8
Qualification characteristics of the Master-Physician _____	9
MD curriculum _____	11
MU–Varna institutional policies _____	18
Attendance _____	18
Grading system _____	18
Regulations on educational affairs of Medical University	
“Prof. Dr. Paraskev Stoyanov” – Varna _____	20
Student rights _____	20
Student obligations _____	21
Student council _____	22
Organisation of the teaching process _____	23
Administrative service to students _____	24
Evaluation of student knowledge and skills. Current control _____	25
Conducting semester examination sessions _____	26
Enrollment _____	28
Certification of attendance of academic disciplines and semesters _____	28
Passing to a higher course _____	31
Interruption of studies _____	31
Removal and suspension _____	33
Graduation _____	34
Awards and sanctions _____	35
Contacts _____	36
Academic support _____	38
Head of the English Language Programmes in Medicine and Dental Medicine _____	38
Academic coordinators _____	38
Academic calendar 2015/2016 _____	40

WELCOMING ADDRESS BY THE RECTOR

Dear first-year students,

Welcome to our large multinational family! Our doors are wide open for you – for all who are eager to gain knowledge, be capable and become the best physicians and specialists!

I want to assure you that at Medical University of Varna, which has a history and traditions of over half a century, you will obtain the best training for your future development and career because your instructors are some of the most distinguished specialists in the fields of medicine and health care. The proper combination of classical models of teaching with the most modern technologies will enable you to master the knowledge in faster and more efficient ways. The continuous practice and application of what has been learned will provide you with a flying start and will give you an advantage when you go to the labour market.

And all the above is due to the fact that quality assurance is a priority for us! Medical University of Varna is the first university in Bulgaria which in 2008 introduced the EFQM® model for Business Excellence of the European Foundation for Quality Management. Our main aim is to train competent health professionals and people who are responsible and demanding to their occupation and work!

Upon entering our University you have to be prepared to be entirely dedicated. But at any time you will encounter the full support and cooperation of our teaching and administrative staff.

On your behalf, it is enough for you to have the wish and the will to pursue your aims and dreams. We know the rest and we will ensure it!

We believe in your capacity. You, too, must believe in it and be brave to go ahead!

Prof. Krasimir Ivanov, M.D., PhD, DSc
Rector



A BRIEF OVERVIEW OF MEDICAL UNIVERSITY “PROF. DR. PARASKEV STOYANOV” – VARNA

Medical University „Prof. Dr. Paraskev Stoyanov” – Varna is an autonomous higher school for students’ training in a great number of undergraduate and postgraduate programmes. It is a diagnostic and medical treatment centre of national and international repute.

Medical University of Varna is a state medical school which has undergone regular accreditation by the National Agency for Evaluation and Accreditation at the Council of Ministers in execution of the Law on Higher Education in Republic of Bulgaria.

The University is the first higher education institution in Bulgaria, which received the first level of the European Foundation for Quality Management (EFQM) certificate in 2009.

Medical University “Prof. Dr. Paraskev Stoyanov” – Varna was established on October 1st, 1961 as Higher Medical Institute. In 1995, by a Decision of the Council of Ministers of Republic of Bulgaria, it was restructured into Medical University - Varna.

There are four Faculties at Medical University “Prof. Dr. Paraskev Stoyanov” – Varna: Medicine, Dental Medicine, Pharmacy, Public Health and Medical College. Students are trained in more than 20 programmes (Medicine, Dental Medicine, Pharmacy, Public Health, Health Care Management, etc.)

The students, postgraduates and PhD students have the best teaching and clinical facilities, which include the four largest hospitals in north-eastern Bulgaria.

Medical University „Prof. Dr. Paraskev Stoyanov“ – Varna has legitimate institutional accreditation and programme accreditation of 6 professional fields.

The higher education institution is a full member of the European University Association and the Black Sea Universities Network. The Medical University of Varna is included in the European Educational Programmes Lifelong Learning - ERASMUS and Leonardo da Vinci for cooperation with foreign medical universities and exchange of students and lecturers. In the course of its long history, the educational institution has managed to establish and maintain bilateral agreements with more than 50 foreign universities and institutions.

MISSION, VALUES, VISION

The mission of Medical University „Prof. Dr. Paraskev Stoyanov“– Varna is to meet the needs of the society for highly qualified medical and management personnel in the fields of health and social care in accordance with the national strategies for educational and public health development as well as in accordance with the international standards; to develop fundamental and applied scientific research, innovations and new technologies and improve the nation’s health in partnership with the remaining institutions of the health care system.

In the implementation of its mission the University is guided by its fundamental values – ensuring a stable learning environment, practice and students’ life, scientific and teaching potential, accessibility and equity, opportunities for development, respect for academic traditions.

The vision of the University is to be a nationally recognized leader in academic training and scientific research which contribute essentially to the improvement of the nation’s health, technological progress and the quality of life.

THE MANAGEMENT OF MEDICAL UNIVERSITY “PROF. DR. PARASKEV STOYANOV” – VARNA

RECTOR

Prof. Krasimir Ivanov,
M.D., PhD, DSc

VICE RECTOR Educational Affairs

Prof. Albena Karakovska,
M.D., PhD

VICE RECTOR Career Development, Research and Postgraduate Education

Prof. Rinaldo Shishkov,
M.D., PhD, DSc

VICE RECTOR International Relations, Accreditation and Quality

Prof. Todorka
Kostadinova, PhD

VICE RECTOR Innovations and Translational Medicine

Prof. Christina Grupcheva
MD, PhD, DSc, FEBO,
FICO (Hon), FBCLA

DEAN
Faculty of Medicine
Prof. Radoslav Radev,
M.D., PhD

VICE DEAN
Faculty of Medicine:
Prof. Zlatislav Stoyanov,
M.D., PhD, DSc

DEAN
Faculty of Dental
Medicine
Assoc. Prof. Tsvetan
Tonchev, M.D., PhD

VICE DEAN
Faculty of Dental
Medicine:
Assoc. Prof. Eng. Tsanka
Dikova, PhD

DEAN
Faculty of Public Health
Assoc. Prof. Emanuela
Mutafova, M.D., PhD

VICE DEAN
Faculty of Public
Health:
Assoc. Prof. Klara
Dokova, M.D., PhD

DEAN
Faculty of Pharmacy
Prof. Diana Ivanova, DSc

VICE DEAN
Faculty of Pharmacy
Assoc. Prof. Stefan
Krustev, DSc

DIRECTOR Medical College

Prof. Negrin Negrav, M.D.,
PhD, DSc

DIRECTOR Department of Foreign Language Teaching, Communication and Sports

Assoc. Prof. Ivan
Merdzhanov, PhD

OVERVIEW OF THE M.D. PROGRAMME AT MU-VARNA

The programme of Medicine in English lasts six years (**ten semesters and one-year pre-graduate state internship**). Except for the fact that instructions, labs, lectures and examinations are conducted in English, the curriculum of the six-year medical studies in English *is completely identical with the coursework pursued by Bulgarian medical students*. Learning Bulgarian language is also compulsory during the first three years of the programme. Before entering the clinical phase of their education students are required to have a good command of Bulgarian language in order to avoid misunderstanding with patients.

The first two years of medical school includes an overview of fundamental or basic science courses. The first year is devoted to general understanding of biological, chemical and physical sciences applicable to the practice of medicine. Starting with the second year, the focus progressively narrows down, channelling the studies towards those biomedical sciences that are most relevant for a practicing physician.

Every student is obliged to complete at least 2 electives during the whole course of academic training.

The clinical years are what all medical students anticipate, a time when lectures and laboratories translate into patient care. The clinical studies examine the application of the biomedical sciences mastered during the first two years of medical school. The teaching from the third year onwards takes place exclusively in clinical settings and involves work with patients admitted for treatment at the University's teaching hospital and wards.

The last year of the medical studies has exclusively practical purposes. During the pre-graduate state internship students work under the direct guidance of the assistants and instructors with high academic positions in the clinics.

Final assessment of knowledge acquired by the students after accomplishing their full course of studies is given by the State Examination Board at comprehensive theoretical and practical State examinations.

After the successful completion of the six-year course of academic studies in the programme of Medicine, students are awarded Diploma of completed higher medical education. Graduates are granted educational and qualification degree – **Master** along with the professional qualification **Doctor of Medicine (physician)**. *The possession of that degree enables the holder to practice medicine in EU countries.*

QUALIFICATION CHARACTERISTICS OF THE MASTER-PHYSICIAN

The fundamental aim of the medical education at the Faculty of Medicine is to train specialists who via their highly-developed professionalism are able to keep the health of the society.

A **graduate**, who has completed higher education in the medical programme with educational and qualification degree of Master **shall be able to demonstrate**:

1. Complete range of knowledge in the problems “Health-Disease-Patient” and the factors that define them
2. Profound knowledge in the range of Fundamental Biomedical Sciences as a basis of theory and practice in medicine
3. Knowledge on Medical Ethics, Medical Psychology and Deontology so that one would be able:
 - ❖ to take up the patient as unique individuality and to apply to the patient psychological and intrapersonal oriented medical approach
 - ❖ to react adequately in the rise of moral and ethical problems in his/her family, working environment or between the patient and the members of the health team.
4. Large volume of theoretical knowledge in the clinical disciplines – Etiology, Pathogenesis, Clinics, Diagnosis, Differential Diagnosis, treatment and rehabilitation of the diseases
5. Good knowledge on medical terminology, the list of articles and the international classification of the diseases
6. Fundamental practical skills and possessing of algorithms of therapeutic conduct necessary for implementation of the good medical practice:
 - ❖ integral clinical examination of the patient
 - ❖ developing of differential diagnostic plan
 - ❖ taking of independent decision of therapeutic conduct in the first meeting of the patient
 - ❖ developing of a clinical hypothesis in emergency cases in Internal Medicine, Surgery, Paediatrics, Neurology and other clinical specialties and using of fundamental methods and algorithms of Emergency Medicine in those cases
 - ❖ mastering of fundamental and specific instrumental as well as other diagnostic methods and techniques, specified in the framework of the training programmes in the different

disciplines

- ❖ knowledge on the main groups of medicines for treatment of social significant and chronic diseases
 - ❖ fundamental knowledge on pregnancy and reproductive health
 - ❖ prevention and recuperation of the psychic health of the population
7. Mastering of the rules for prophylaxis and health promotion
 8. Ability to perform health instruction
 9. Knowledge for carrying out an investigation on the labour ability
 10. Mastering the methods of medical statistics and to obtain minimum knowledge in Medical informatics
 11. That he/she is introduced to the organization of the healthcare system in Bulgaria and the related fundamental legislative acts

The **Master-physician** is an accomplished specialist who enjoys the necessary knowledge, skills and qualities for the realization of the contents, goals and assignments of the general medical practice. The physician is a creative, developing person who abides to the moral, ethical and legal regulations in medicine.

At the end of his/her training, the Master-physician must enjoy the following qualities:

- ❖ ability to make a decision in problem cases (situations)
- ❖ ability to take responsibility and risk
- ❖ adequate interacting skills
- ❖ strategic skills to team work with other medical and/or non-medical specialists
- ❖ ability to be a leader and/or a coordinator in medical and other organizations in healthcare
- ❖ conscious for critical attitude to the quality of his/her work
- ❖ confidence in the necessity of accumulation of new theoretical and practical knowledge and qualifications and aspiration to post-graduate and continuous education
- ❖ orientation to public standing out and social engagement.

MD CURRICULUM

Specialty of Medicine – Academic Year 2015/2016

I year - Winter semester:

№	Subject	Number of Lectures/ Seminars	ECTS Credits	Type of examination
1	Physics	30/60	7	Examination
2	Cytology, General Histology and Human Embryology	50/40	7	Examination
3	Human Biology	30/30	4	Certification
4	Chemistry	30/30	4	Certification
5	Latin Language and Medical Terminology	0/30	2	Certification
6	Human Anatomy and Histology	15/30	5	Certification
7	General Bulgarian Language – A1	0/150	-	Certification
8	Physical Education and Sport	0/30	1	Certification

I year - Summer semester:

№	Subject	Number of Lectures/ Seminars	ECTS Credits	Type of examination
1	Biophysics	30/30	4	Examination
2	Human Biology	15/30	5	Examination
3	Chemistry	30/15	3	Examination
4	Latin Language and Medical Terminology	0/30	2	Examination
5	General Bulgarian Language – A2	0/150	2	Examination
6	Social Medicine and Biostatistics	15/15	3	Certification
7	Human Anatomy and Histology	30/60	10	Certification
8	Physical Education and Sport	0/30	3	Certification

MD CURRICULUM

Specialty of Medicine – Academic Year 2015/2016

II year - Winter semester:

№	Subject	Number of Lectures/ Seminars	ECTS Credits	Type of examination
1	Disaster Medicine	15/30	3	Examination
2	Social Medicine and Biostatistics	30/30	6	Examination
3	Human Anatomy and Histology	30/60	6	Certification
4	Biochemistry	45/45	6	Certification
5	Physiology	60/45	8	Certification
6	General Bulgarian Language – B1	0/120	-	Certification
7	Physical Education and Sport	0/30	1	Certification

II year - Summer semester:

№	Subject	Number of Lectures/ Seminars	ECTS Credits	Type of examination
1	Human Anatomy and Histology	45/75	9	Examination
2	Biochemistry	45/45	10	Examination
3	Physiology	45/45	10	Examination
4	General Bulgarian Language – B2	0/150	2	Examination
5	Physical Education and Sport	0/30	1	Examination

MD CURRICULUM

Specialty of Medicine – Academic Year 2015/2016

III year - Winter semester:

№	Subject	Number of Lectures/ Seminars	ECTS Credits	Type of examination
1	Medical Ethics	15/15	3	Examination
2	General Pathology	60/30	4	Examination
3	Medical Psychology	15/15	3	Examination
4	Hygiene and Ecology	30/30	2	Certification
5	Microbiology	45/30	5	Certification
6	Pathophysiology	30/30	4	Certification
7	Propaedeutics of Internal Diseases	30/90	5	Certification
8	General and Operative Surgery	30/45	4	Certification
9	Terminology and Communication in Medical Practice	0/90	-	Certification

III year - Summer semester:

№	Subject	Number of Lectures/ Seminars	ECTS Credits	Type of examination
1	Hygiene and Ecology	30/30	2	Examination
2	Microbiology	45/30	4	Examination
3	Pathophysiology	30/30	3	Examination
4	Propaedeutics of Internal Diseases	30/90	7	Examination
5	General and Operative Surgery	30/60	5	Examination
6	Terminology and Communication in Medical Practice	0/90	2	Examination
7	Pharmacology	30/45	4	Certification
8	Roentgenology and Radiology	15/15	2	Certification
9	Clinical Pathology	15/15	3	Certification
10	Clinical Laboratory	8/8	-	Certification
11	Summer practice after VIth semester	30 days		-

MD CURRICULUM

Specialty of Medicine – Academic Year 2015/2016

IV year - Winter semester:

№	Subject	Number of Lectures/ Seminars	ECTS Credits	Type of examination
1	Medical Genetics	30/30	2	Examination
2	Otorhinolaryngology	45/45	3	Examination
3	Pharmacology	30/45	4	Examination
4	Roentgenology and Radiology	30/45	3	Examination
5	Clinical Pathology	15/30	2	Certification
6	Neurology	30/30	3	Certification
7	Obstetrics and Gynaecology	30/30	2	Certification
8	General (Family) Medicine	17/16	2	Certification
9	Internal Diseases – Part I	45/90	6	Certification
10	Surgery	30/60	3	Certification

IV year - Summer semester:

№	Subject	Number of Lectures/ Seminars	ECTS Credits	Type of examination
1	Physiotherapy and Rehabilitation	15/30	2	Examination
2	Occupational Diseases	15/15	1	Examination
3	Ophthalmology	30/45	3	Examination
4	Neurosurgery	15/15	1	Examination
5	Clinical Pathology	30/30	2	Examination
6	Neurology	30/30	3	Examination
7	General (Family) Medicine	17/16	1	Examination
8	Internal Diseases – Part I	45/90	8	Examination
9	Clinical laboratory	22/22	2	Examination
10	Obstetrics and Gynaecology	30/45	3	Certification
11	Dermatology and Venereology	15/30	2	Certification
12	Surgery	30/30	2	Certification
13	Summer practice after VIIIth semester	30 days		-

MD CURRICULUM

Specialty of Medicine – Academic Year 2015/2016

V year - Winter semester:

№	Subject	Number of Lectures/ Seminars	ECTS Credits	Type of examination
1	Orthopaedics and Traumatology	30/60	4	Examination
2	Urology	15/30	2	Examination
3	Anaesthesiology, Resuscitation and Intensive care	30/30	2	Examination
4	Obstetrics and Gynaecology	30/45	4	Examination
5	Dermatology and Venereology	15/30	2	Examination
6	Surgery	15/30	3	Certification
7	Paediatrics	45/60	4	Certification
8	Epidemiology, Infectious Diseases, Medical Parasitology and Tropical Medicine	30/30	2	Certification
9	Forensic Medicine and Deontology	15/0	1	Certification
10	Internal Diseases – Part II	45/120	5	Certification
11	Psychiatry	30/15	1	Certification

V year - Summer semester:

№	Subject	Number of Lectures/ Seminars	ECTS Credits	Type of examination
1	Surgery	30/30	4	Examination
2	Paediatrics	45/60	6	Examination
3	Epidemiology, Infectious Diseases, Medical Parasitology and Tropical Medicine	30/60	4	Examination
4	Forensic Medicine and Deontology	30/30	2	Examination
5	Internal Diseases – Part II	60/120	10	Examination
6	Psychiatry	30/15	2	Examination
7	Clinical Pharmacology	14/19	2	Examination

VI year: Internship

№	Subject	Duration in days	ECTS Credits	Type of examination
1	Internal Diseases	85	16	Examination
2	Surgery	75	14	Examination
3	Paediatrics	51	10	Examination
4	Obstetrics and Gynaecology	50	10	Examination
5	Infectious diseases, Epidemiology, Hygiene and Social Medicine	35	8	Examination
6	General Medicine	14	2	Certificate for conducted training

ELECTIVES (Not all offered in English)

№	Subject	Number of Lectures/ Seminars	ECTS Credits	Available after Semester
1.	Neurobiology	30/0	2	I
2.	First Aid at Home and in the Office	0/15	1	II
3.	Medical Psychology and Sociology	30/110	5	III
4.	Molecular Biology in Medicine	30/0	2	IV
5.	Immunology	30/0	2	V
6.	Maritime Pathophysiology	10/20	2	V
7.	Maritime Incidents	16/14	2	VI
8.	Information Systems and Technologies	30/0	2	VI
9.	Emergency medicine	16/12	2	VII
10.	Support for breastfeeding	8/22	2	VII
11.	Tropical Medicine	45/64	2	IX

12.	Contemporary neuroscience: nanotechnology, personalized and translational medicine	16/14	2	IX
13.	Abdominal ultrasound in gastroenterology	24/0	2	X

NB! Students who are interested in registering for an elective course shall contact the responsible department before the beginning of the semester for any inquiries about the course organization or look for the announced information on the Departments' boards. An elective course would be organized and conducted if there are at least 10 students. The student shall state their choice by submitting a written request to the Student Affairs Office, not later than two weeks after the beginning of the semester.

MU-VARNA INSTITUTIONAL POLICIES

Attendance

Attendance is mandatory to all lectures, labs, practical seminars, colloquiums, internships!

Active participation in the medical education programme is a critical component of the professional development of a physician. Instructional settings involving small groups of students allow closer faculty/student interaction, an opportunity for more informal career exploration.

Lack of attendance for any reason (due to an illness or excused absence) does not relieve a student from responsibility to make up for the missed classes. Even if the student submits a doctor's note (which he/she shall do **not later than one week** after the absence and **not in the end** of the semester) the student is still obliged to make up for all required work.

Right after the absence the student has to discuss with the instructor when and how he/she shall compensate the missed seminars, labs, practical seminars, colloquiums.

Professional behaviour requires that students notify the academic coordinator and the student affairs officer about any anticipated or sudden absence. **Note that you have to make up for all outstanding work later on!**

It is the student's responsibility and not their instructor's to make sure that the make-up is completed in a timely manner.

Grading system

Overview

Examinations are viewed as instruments for the promotion of learning as means to encourage students to achieve their maximum potential and as opportunities to develop the capacity for self-evaluation and self-knowledge. The instructors will conduct periodic assessment of students' progress during the semester as well as their knowledge and skills by the mandatory colloquiums.

At the beginning of a course, the course instructor clearly describes the criteria utilized for assessment of student performance as well as the minimum required for passing the course. This should include the number and format of all semester examinations. The final obtained grade will be from the grading system from 2 to 6 where 2 is failed and 6 is the highest possible.

The final obtained grades for each discipline (course) will appear on the student transcript as well as the earned ECTS credits. The final grades included in the transcript will be with figures and letters.

Grading system used at MU – Varna

- 2 – Poor (failed) - corresponds to F
- 3 – Satisfactory - corresponds to DE
- 4 – Good - corresponds to C
- 5 – Very good - corresponds to B
- 6 – Excellent - corresponds to A

REGULATIONS ON EDUCATIONAL AFFAIRS OF MEDICAL UNIVERSITY “PROF. DR. PARASKEV STOYANOV” – VARNA

(Excerpt)¹

Student rights

Art. 189. (1) Each student from MU – Varna shall be entitled to:

1. obtain education and professional qualification according to the study plan and the state requirements and in consideration of the recent achievements in the respective scientific field
2. study all academic disciplines provided in the respective specialty
3. choose optional and facultative disciplines from the approved study plan of the specialty
4. obtain qualified assistance and supervision from the habilitated and non-habilitated lecturers for acquiring knowledge and skills
5. use the material and information training facilities of the University for their education
6. participate, if possible, in extracurricular and research activities according to the level of their scientific preparation whereupon their intellectual property rights shall be guaranteed
7. express an attitude to the quality of the educational process under the established procedure
8. elect and be elected in the management bodies of the University and its structural units in the cases provided for in the Law and the University Regulations
9. move to another higher school, faculty, specialty, degree or form of education in accordance with the legislation and the current regulations of the University
10. interrupt their education, and continue after that under the terms and conditions determined by MU – Varna. The University provides the student with the opportunity to interrupt their education through an application, submitted by them or in an administrative order (without a submitted application)
11. use holidays, not less than 30 days within one academic year
12. obtain a state scholarship, a single financial aid or a loan for

¹ Further information can be found on our website at: <http://www.youblisher.com/p/706474-Regulations-on-Education-affairs/>

- maintenance at the time of education in accordance with the current legislation and the internal regulations of the University
13. use student halls of residence, canteens, medical care, as well as all facilities of the University for study, research, sports and cultural activities under the conditions determined by the State and MU – Varna
 14. associate in educational, scientific, cultural and sport communities for protecting and satisfying their interests, as well as participate in international organizations whose activities do not contravene the Laws of the Republic of Bulgaria
 15. obtain information on educational, scientific, social, domestic and financial issues
 16. continue their education in a further educational – qualification or educational – scientific degree under the conditions attached thereto
 17. other rights under the Higher Education Act, the Rules of Procedure of MU – Varna and other internal regulations of the University.

Student Obligations

Art. 194. (1) Each student at MU – Varna shall:

1. attend regularly, be well prepared and participate actively in the compulsory forms of classes according to the study plan and the study programmes
2. get prepared and sit for the scheduled semester and state exams and perform all other obligations according to the study plan and programmes
3. get acquainted with the current regulations and the internal rules for the arrangement of student status and observe the common rules of conduct and the internal order of the University
4. be respectful to the lecturers, the administrative management, the employees of the administrative and support staff and the other students
5. protect the name and reputation of the University and protect its property
6. observe the rules of good manners, academic ethics and public order within the University
7. not violate the academic spirit and traditions with their behaviour and appearance
8. respect the rights of intellectual property and be responsible for plagiarism
9. enroll for the study semesters in due time

10. pay due tuition fees determined by MU – Varna according to the deadlines
11. not hold political and religious activities within MU – Varna
12. perform other obligations established by the Law and regulated by the Rules of Procedure of MU – Varna, these Regulations and other internal regulations of the University or arising from the resolutions of the managing bodies of the University

Student Council

Art. 198. (1) The Student Council shall be the authority that shall protect the common interests of students at Medical University – Varna. It shall consist of representatives of students and doctoral students in the General Assembly of the University. The mandate of the students and doctoral students in the General Assembly and in the Student Council of the University shall be two years, including the right to be elected for one more term. The Student Council shall elect a President among its members who shall organize and manage its activities and shall represent it before the managing bodies of MU – Varna, the basic and auxiliary units in it.

Art. 199. The Student Council shall be entitled to:

1. organize the election of its representatives in the managing bodies of the University and the Board of Trustees
2. make proposals for the introduction of additional academic disciplines
3. make proposals for the invitation of external lecturers
4. organize the foundation of specialized research student associations and the publication of their works
5. if necessary, create and manage its organizational units
6. establish national and international educational, cultural and postgraduate contacts among students
7. express attitudes and make proposals for the development of sports activities at the University
8. participate in the management of student halls of residence
9. participate in the organization of educational process, allocation of scholarships, awards and benefits for students
10. have its representatives in monitoring the internal system for assessing and maintaining the quality of education and the academic staff at the University and in the development of the questions for a survey of student opinion

Organisation of the Teaching Process

Art. 42. (1) MU – Varna shall provide each student with an opportunity for a choice of academic disciplines (optional and facultative) within the framework of the approved study plans. The student shall state their choice by submitting a written request to the respective Dean’s Office/student affairs office of the College (branch), not later than two weeks after the beginning of the semester.

(2) Each student shall be required to complete two optional disciplines throughout the whole period of semester education. Besides this obligatory choice, students can choose and complete additional optional or facultative disciplines, approved in the specialty study plan.

(3) Upon the option of the student two of all the successfully completed optional disciplines shall be taken into consideration in the formation of the average grade for receiving a scholarship. The additionally selected disciplines shall be recorded in the Supplement to the Diploma.

Art. 44. (1) MU – Varna shall apply the system for formation, accumulation, recognition and transfer of credits as an integral part of the organization of the educational process. The terms and conditions for application of the system are determined by the Ordinance of the Minister of Education, Youth and Science and approved by the Academic Council of MU – Varna, procedure regulations – “Guide to application of the systems for formation, accumulation, recognition and transfer of credits at Medical University – Varna” in relation to the specifics of the different specialties.

(2) Credits are a numerical representation of student occupation required to master specific skills and knowledge in the process of education for acquiring an educational-qualification degree of higher education.

(4) Credits shall be allocated to academic years, semesters and disciplines. They shall be allocated for the entire student auditorium and non-auditorium occupation, provided in the study plan, in obligatory, optional and facultative disciplines, depending on the specifics of the respective specialty (lectures, practical and seminar exercises, self-study, individual work with the lecturer, projects, participation in a practice, an internship, developing a course or diploma thesis, etc.). Each academic discipline receives credit equivalent, depending on the specialty study plan and the provided in it full (auditorium and non- auditorium) student occupation.

(5) (Amend. and suppl. – 11.05.2015). Credits shall be given to students who have obtained a positive grade, not lower than “Satisfactory (3.00)”, for the acquired knowledge and skills required in the study plan, through an examination or another form of assessment. For subjects taught for a period exceeding one semester, students shall be given credits, corresponding to

the completed workload for the certified period.

(6) The system for formation, accumulation, recognition and transfer of credits is based on the requirement for 60 credits per academic year or 30 credits per semester, divided among the academic disciplines and/or modules, according to the specialty study plan and the educational-qualification degree or to another compatible with this system number of credits. One credit shall be adjudicated for 25 to 30 full hours (auditorium and non-auditorium) student occupation, whereas the share of auditorium occupation cannot be more than half of it.

(7) Credits for any of the obligatory, optional and facultative disciplines and credits for the non- auditorium student occupation shall be entered in the specialty study plan in educational-qualification degrees.

Administrative Service to Students

Art. 60. (1) Administrative service to students shall be provided by the organizers of educational affairs in the Dean's Offices/student affairs office of the College (branch) and the employees at the Student Affairs Office - under the management of the Deans/the Director of the College (branch), their deputies, the head of the Student Affairs Office – through the Administrative Department, “Records” Sector.

Art. 62. (1) Upon enrollment at the University a student's book shall be issued to the student by the Dean's Office/student affairs office of the College (branch). The student's book shall be preserved by the student.

(2) (Amend. and suppl. – 11.05.2015). MU-Varna shall issue upon request an academic transcript, an assurance and a certificate to the students. For the issuance of an academic transcript and a certificate, the student shall submit an application to the Registrar Office/the developed electronic system for student administrative services and shall pay an administrative fee, determined by the Academic Council.

(3) The documents under para 1 and 2 shall be issued in Bulgarian. Upon request by the student, the assurance may be accompanied by an English translation.

Art. 66. (1) Students shall pay a tuition fee for their education. The tuition fee shall be annual and it shall be defined before the beginning of each academic year according to the regulatory framework – under a statutory act of the Council of Ministers and upon a resolution of the Academic Council.

(2) The payment of the tuition fee shall be carried out by a bank transfer to the account of Medical University – Varna. The transfer fee shall be paid by the depositor.

Art. 67. (1) The legally defined annual tuition fee shall be paid in equal payments, not later than two weeks after the beginning of each semester. Students can pay the entire annual fee in a single payment at the beginning of the academic year.

Evaluation of Student Knowledge and Skills. Current Control

Art. 72. (1) The control of the students' preparation and the evaluation of their academic achievements shall be conducted in accordance with the specifics of the different specialties and disciplines - based on the system for monitoring and evaluation of knowledge and skills of students.

(2) The system for monitoring and evaluation of knowledge and skills of students includes:

1. Evaluation of the specific academic disciplines – through current control (planned and unplanned) and semester examinations
2. Evaluation of overall preparation in the respective specialty of higher education - through state examination and/or thesis defence.

Art. 73. (1) Current control shall be a mandatory component of student academic work and shall be targeted at testing the knowledge and practical skills in the framework of the semester (academic module).

(4) Planned forms of current control shall include all tests and evaluation which require prior preparation of students in the main sections of the taught material and shall be conducted in regular classes. Planned current control shall be fulfilled through a colloquium and/or certification of protocols of conducted exercises, accumulated attestations (points) from a developed project, conducted clinical or other practical activities.

(5) Planned current control in specific disciplines for a certain specialty shall be held on schedule (time of its conduct in training weeks in the semester and date of its working off), proposed by the head of the Department (ESS), conducting the discipline and approved by the Dean/Director of the College/branch at the beginning of each semester.

(7) The schedule of planned current control shall comply with the training time of students. The fulfilment of more than three planned forms of current control within one calendar week shall not be allowed. Planned forms of current control – colloquia – for each discipline cannot exceed two per a semester. Current control shall not be conducted two weeks before the exam session, except for working off colloquia and working off in order to cover the required norm of clinical or practical work.

(8) Students who have missed a scheduled sitting for planned current control on the announced by the departments (ESS) dates – regular and working off shall pay the approved by the Academic Council fee for the

subsequent sitting for them.

(9) The final grade in disciplines which according to the study plan and programme shall be evaluated only by current control shall be formed at the end of the semester.

Conducting Semester Examination Sessions

Art. 74. (1) Semester exam sessions at MU – Varna shall be organized and conducted in accordance with the Higher Education Act. One resit examination session shall be held after each regular session and one liquidation exam session shall be held before the beginning of the next academic year for full-time students. Semester examination sessions shall be:

1. Winter – regular and resit
2. Summer – regular and resit
3. September – liquidation

(6) Semester examinations shall be conducted in student groups by examination commissions and according to a schedule approved in advance by the Dean/Director. The schedule shall be prepared by the course leader, in cooperation with representatives of students, in compliance with the announced by the departments (ESS) proposals for exam dates. The schedules of the examination sessions shall be summarized by the Dean's Offices of the respective faculty/student affairs office of the College (branch) and approved by the head of the basic unit and announced not later than three weeks before the beginning of the examination session - for full-time training and not later than the end of the attendance courses - for part-time training.

Art. 75. (1) Students without a certified of attendance semester shall not be allowed to sit for semester examinations during this semester.

(2) Students without a successfully passed examination in a propaedeutic discipline or preclinical special discipline shall not be allowed to sit for an examination in an upgradeable clinical discipline from the study plan. At the proposal of the Dean/Director of the College these disciplines shall be approved in advance by the Faculty Council/College Council and shall be announced to the students by the respective Dean's Office/student affairs office of the College in the proper order.

(3) Full-time students shall be entitled to three sittings for a semester examination on a discipline, respectively during the regular, resit and liquidation sessions.

(4) Students shall be allowed to sit for resit and liquidation sessions with an unlimited number of untaken examinations.

(5) Students shall be allowed to sit for an examination only with prior issued exam protocols at the Dean's Offices/student affairs office of the College (branch) and upon submitting a student's book. In case of a permitted extraordinary out-group or out-session sitting for an exam, the Dean's Offices/student affairs offices shall be required to prepare an individual examination protocol for the respective student. The Departments (ESS) shall conduct an examination only upon a protocol with an indicated date on it.

Art. 76. (1) In the framework of one examination session students shall be allowed only one sitting for an exam in a specific discipline.

(2) A student who has failed to sit for an exam on the determined examination date shall not be allowed to sit for the exam on another date within the framework of the respective session, except in cases provided for in these Regulations and in their proper order.

Art. 82. (1) Out - group or out - session sitting for an examination shall be admitted on the basis of a submitted by the student request, accompanied by documentary evidence of the need for an extraordinary sitting for an examination – up to two weeks before the beginning of the regular or the respective retake examination session. The request shall be submitted to the head of the basic unit (Dean/Director) through “Records” Sector of the Administrative Department. The request shall be considered and resolved by the head of the basic unit (Dean/Director) before the date specified in the examination schedule of the student's group. Requests submitted after this date shall not be considered, except for sudden valid reasons whereupon the students shall be required to notify the Dean's Office/student affairs office at the College (branch) by their relatives or by phone (or email).

(2) In exceptional cases, students can sit for extraordinary exams for the respective semester prior to the beginning of the regular examination session, provided this is necessary for extremely valid reasons. The admission to extraordinary examinations out of the session shall be allowed upon a permission of the Dean of the Faculty/Director of the College (branch) after taking into consideration the opinion of the lecturer conducting the discipline, based on a personally submitted request by the student and each case shall be considered independently. In the request the student shall enclose evidence (documents) for the reason that makes the sitting for the exam out of the regular dates necessary.

(3) Sitting for extraordinary exams out of the scheduled session or on a date which is not included in the exam schedule of the relevant discipline shall be permitted only upon a certified of attendance semester and after paying a fee, determined by the Academic Council.

(4) Upon a resolution of the Academic Council, subject to certain terms and conditions, some categories of students (who have valid reasons to miss an opportunity for sitting for examinations in the scheduled examination sessions) can be exempted from paying a fee for an extraordinary sitting for an exam for prior periods of training.

(7) Additional sitting for an exam for a change (increase) of the grade of a successfully passed exam shall be permitted by the head of the basic unit (Dean/Director) only within the framework of the respective resit or liquidation session for the academic year but not more than three times throughout the whole period of study. The grade obtained after the additional sitting for the exam shall be final.

Enrollment

Art. 90. (1) Enrollment of students for transition to the next semester of study shall be carried out in a specified period of time according to a pre-approved by the Dean/Director of the College (branch) schedule and after paying the statutory defined tuition fee.

1. for students with all successfully passed examinations – up to two weeks from the beginning of the semester
2. for students with examinations in an extended or liquidation session – up to two weeks after the end of the respective session

(2) After this period, student's status shall be resolved by the Rector, at the proposal of the Dean/Director of the College (branch) in accordance with the Rules of Procedure of the University and these Regulations, without the obligatory presence of the student.

(3) Students who have not met the terms of enrollment shall interrupt their training in an administrative way, with the right to enroll for the respective semester in the next academic year.

Certification of Attendance of Academic Disciplines and Semesters

Art. 93. Courses of study shall be compulsory for students. The attendance of classes (exercises, training practices, traineeship) shall be recorded in the control file of students.

Art. 94. Semester certification of attendance of the specific disciplines shall reflect the student's regular attendance of classes.

Art. 95. (1) The student shall be entitled to be absent from classes for valid reasons (health, personal, family problems) but not more than one-

third of the horarium in the study plan of the respective semester, except in cases under para 5.

(2) An excuse for absences and permission for working off of classes missed for valid reasons shall be granted by the Dean/Director upon a submitted request to the respective Dean's Office/student affairs office of the College (branch), not later than one week after the absences incurred. The request shall be accompanied by a document, certifying the valid reasons for the absence. Provided the document is issued on the territory of another country, it shall be translated and legalized under the terms of translations, certification and legalization before being submitted to the Dean's Office/student affairs office of the College. Lecturers cannot accept and process documents for the excuse of missed classes directly.

(3) The admission of more than one third of the horarium in the study plan excused absences from exercises in a particular discipline, as well as the presence of more than two not worked off excused absences in a particular discipline – shall be considered grounds for refusal of certification of attendance of the semester. In these cases student status shall be resolved by the Rector, at the proposal of the Dean/Director of the College (branch).

(4) Non-attendance of certain students for participation at scientific forums, social and cultural events, sports and other activities shall be authorized in advance by the Dean/Director of the College (branch), and the missed classes obligatory shall be worked off within two weeks after the absences incurred.

Art. 96. (1) Without a valid reason, the student shall be entitled to three absences from exercises in an academic discipline (training practice), whereupon the student shall be required to work off two of them for the certification of attendance of the semester, according to a schedule, approved by the Department (ESS). When the training includes only a course of lectures - the student shall be entitled to be absent without valid reasons up to three times from one academic discipline per semester.

(2) The admission of more than three absences without valid reasons in a particular discipline per semester, as well as the presence of more than one unexcused, not worked off absence from exercises in a particular discipline (training practice) – shall be considered grounds for refusal of certification of attendance of the semester. In these cases the student's status shall be resolved by the Rector, at the proposal of the Dean/Director of the College (branch) of the respective basic unit.

Art. 97. (1) (Amend. and suppl. – 07.07.2015). Without passing the scheduled in the study plan current control (colloquium), a student cannot obtain certification of attendance of the respective subject at the end of the

semester and cannot sit for the examination thereon. semester and cannot sit for the examination thereon.

Art. 98. (1) Working off of missed exercises, training practice or required minimum of practical work on a required norm on the study programme shall be conducted, according to a schedule approved by the Head of Department (ESS).

(2) Within two weeks after the beginning of the semester each department (ESS) shall announce the schedule for regular working off of missed classes and conducting consultations on the notice board of the department (ESS) and in the respective Dean's Office/student affairs office of the College (branch).

(3) Absences incurred by students shall be worked off within two weeks from the last date of absence, unless the Head of the Department (ESS) decides otherwise.

(4) Working off of missed exercises, training practice or unfulfilled required minimum of practical work on the study programme, out of the schedule for regular working off, announced by the Department (ESS), shall be carried out overtime under payment of an additional fee, determined by the Academic Council.

Art. 101. (1) Certification of attendance of the respective disciplines at the end of the semester shall be certified in the student's book – by the signature of the assistant/lecturer and the head of the course of lectures in the respective discipline.

Art. 102. (1) Certification of attendance of the whole semester shall be fulfilled in the Dean's Office/student affairs office of the College (branch) after obtaining the signatures of the assistants and lecturers in the respective disciplines during the last week of the semester for full-time students and after completing the lecture and practical course of education during the attendance courses of study for part-time students and modular form of education. The certification of attendance of the semester shall be recorded in the main registration book, the student's book and the electronic file of each student.

(2) The semester shall not be certified upon absence of certification of attendance of a compulsory discipline in the study plan, except in cases under para 3.

(3) Administrative certification of attendance of the semester in the absence of certification of attendance of one discipline shall be allowed - at the discretion of the Dean/Director of the College (branch) only once throughout the entire course of study. The student shall fulfil all necessary obligations in this discipline during the next academic year (winter or

summer semester, depending on the study plan) and then he/she shall be allowed to sit for an examination in it. The student shall pay a fee, regulated by the Academic Council, for the extraordinary working off of missed exercises (training practice) and sitting for the exam.

Passing to a Higher Course

Art. 104. (2) Passing and enrollment in a higher training course shall be permitted with not more than two untaken exams from the study plan of the respective course which shall be passed successfully by the end of the academic year in which the student is enrolled. Students who fail to pass successfully exams from the previous year shall interrupt their study due to “poor performance”.

(3) Students who have more than two untaken exams for the respective course after the liquidation session shall interrupt their study due to “poor performance”.

Art. 105. (1) Sitting for untaken exams from the previous year shall be conducted within the scheduled resit and liquidation exam sessions, upon scheduled exam dates in the respective discipline and upon the permission of the Dean/Director of the College (branch) and obtaining an individual protocol and after paying a fee, approved by the Academic Council.

Art. 106. (1) The launch of the Pre-graduation Traineeship shall not be allowed without passing all the semester exams of the study plan of the previous years.

Interruption of Studies

Art.109. (1) Interruption of studies shall be allowed up to twice throughout the entire period of education– with a total duration not exceeding two academic years.

(2) Interruption of studies shall be allowed by the Rector after consulting the Dean/Director of the College (branch) upon a written request of the student, enclosing the documents certifying the existence of grounds for the interruption in the following cases:

1. documented serious illness
2. pregnancy, childbirth and upbringing of a child up to two years of age
3. presence of other important (personal, family) reasons that prevent the fulfilment of the educational responsibilities

(3) Administrative interruption of studies shall be allowed upon an

order of the Rector, at the proposal of the Dean/Director of the College (branch) in case of:

1. uncertified of attendance semester - a report of the lecturer who has refused to certify the respective discipline shall be enclosed
2. poor performance (a certain number of untaken exams, provided for in these Regulations) – after submission of information of the failed exams, provided by the respective Dean’s Office/student affairs office of the College;
3. not being enrolled within two weeks after the beginning of the semester (pre-graduation traineeship) or within the period determined upon an order of the Rector – after submitting information by the respective Dean’s Office/student affairs office of the College.

Art. 110. (1) In case of interruption of studies the student shall retain his/her student rights, with the exception of the right to attend courses of study.

(2) The student who has interrupted his/her studies shall be entitled to sit for the untaken exams from the previous periods of study under the terms of the Rules of Procedure of MU – Varna and these Regulations, after paying a determined by the Academic Council fee for the extraordinary sitting for examinations.

Art. 112. (1) Students who have interrupted their studies due to an “uncertified of attendance semester” can enroll again in the uncertified semester during the following academic year, after paying the determined tuition fees, respectively:

1. with one uncertified of attendance academic discipline – half of the semester fee for the semester with the uncertified of attendance discipline
2. with two or more uncertified of attendance academic disciplines – a full tuition fee for the respective semester

(2) Students who have interrupted their studies due to an “uncertified of attendance semester” can sit for the untaken exams from the previous completed periods of study – certified of attendance semesters.

(3) Students who have enrolled again in an uncertified of attendance semester shall be required to accomplish the study programme completely and all the obligations related to the disciplines which they have failed to obtain certification of attendance.

(4) Upon the re-enrollment of a semester all the successfully passed colloquia and certifications of attendance in the disciplines with untaken examinations, as well as all the successfully passed exams shall be recognized.

Art. 113. (1) The student shall submit a written request for clarification of his/her student status not later than the expiration of the defined enrollment period for the respective semester.

(2) In order to continue his/her education the student shall pay the normatively determined tuition fee within one week from the date of the response to the request.

(3) Provided the student does not fulfil his/her obligation under para 1 – the provisions of the Rules of Procedures of the University and these Regulations shall be applied.

Art. 114. After the expiration of the period of interruption the student shall continue his/her studies in accordance with the current study plan at the time of the re-establishment and shall be obliged to fulfil all obligations thereunder.

Removal and Suspension

Art. 115. The student shall be removed from MU – Varna upon:

1. successful completion of the course of education
2. leaving the University
3. transfer to another higher education institution

Art. 116. (1) The student shall be suspended from the University for a specified period of time under an order of the Rector, upon a report from the Dean/Director of the College (branch) in the following cases:

1. providing false information whereupon he/she has been admitted to the higher school or forgery of documents, certifying his/her student status – for a period of 6 years
2. systematic neglect of his/her duties related to the study plan or the Regulations of MU – Varna:
 - a) inability to move on to a higher course of education, according to the regulated requirements in the Regulations and depleted right to interruption under Art. 109, para 3 - for a period of 1 to 3 years
 - b) failure to comply with the specified in the Regulations periods of enrollment (non-payment of the tuition fee within the determined period of time) and depleted right to interruption under Art. 109, para 3 – for a term of 1 to 3 years
 - c) non-continuation of education in accordance with the study plan after the expiration of the period, provided for in Art. 113, para 2 – for a term of 1 to 3 years
 - d) occurrence of any act or conduct contrary to the Regulations

and the civil principles and ethics in MU – Varna and the country (provided for in Art. 196, para 1) – for a term of 1 to 3 years

e) other systemic violations of the Regulations of MU – Varna

3. conviction to imprisonment for intentionally committed criminal offense

(2) The period of removal shall be determined individually in each case by the Rector – upon an order of removal.

Art. 117. No later than two weeks before the expiration of the period of suspension the student shall submit a written request for reinstatement of his/her student rights and continuation of his/her education. In case of failure to submit the request within the above-mentioned period, the student shall be deemed to have left the University on his/her own will and shall be removed from MU – Varna.

Art. 118. The right of reinstatement of student rights can be applied only once upon a written request to the Rector through the Dean/Director, enclosing documents certifying the existence of grounds for reinstatement and after paying an administrative fee, determined by the Academic Council.

Graduation

Art. 150. (1) In accordance with the Unified State Requirements the education in the specialty “Medicine” shall be accomplished through passing state examinations in: Internal Medicine; Pediatrics; Hygiene, Infectious Diseases, Epidemiology and Social Medicine; Obstetrics and Gynecology; Surgical Diseases.

(2) The accomplishment of a Pre-graduation Traineeship in General Medicine shall be compulsory for graduation of students in the specialty “Medicine”. A colloquy with students shall be conducted on the last day of the traineeship in General Medicine.

Art. 176. Students in the specialty “Medicine” who have fulfilled their obligations under the study plan and passed successfully the state examinations shall receive a diploma, under the established pattern, of higher education in the specialty “Medicine” of the educational-qualification degree “Master”, with professional qualification “Master – Doctor in Medicine”.

Awards and Sanctions

Art. 195. (1) Each student at the University can be stimulated with an award for the achievement of high success in the education and research activities, worthy acts of citizenship, contribution to the development of health sciences and special merit to the development and promotion of the reputation and prestige of the University.

(2) awards under para 1 shall be determined and awarded under the order and manner established by a resolution of the Academic Council, on the recommendation of the Rector or the head of the basic unit - the Dean/Director of the College (branch).

Art.196. (1) Each student of MU – Varna who violates the statutory regulations and/or the internal regulations of the University, or with his/her behaviour undermines the prestige and reputation of the University, at the proposal of the Dean/Director of the College/branch and depending on the severity of the offense shall be subject to the following sanctions by the Rector:

1. reprimand
2. warning of removal from MU – Varna
3. suspension from MU – Varna for a specified period

(2) The sanctions under the preceding paragraph shall be imposed by the Rector upon a written order, at the proposal of the Dean/Director, after having received a written explanation and having clarified the case, taking into consideration all facts. The order shall be submitted to the student by the organizer of educational affairs in the respective Dean's Office/student affairs office of the College (branch) and in case of impossibility of delivery it shall be sent to the declared correspondence address at enrollment by a registered letter with acknowledgment of receipt.

Art. 197. (1) In case of proven cheating at current control, semester or state examination or plagiarism in the development of a course or diploma thesis, the student shall obtain a poor grade.

(2) In case of proven property damage to the training facilities, students shall be sanctioned for the first offense with a warning of removal and for the second offense with suspension for a period of time, specified by the Rector.

(3) In all cases of proven property damage under the preceding paragraph the student shall remove the damage at his/her own expense, including, if necessary, the purchase of a new identical piece of property or paying the market price of the damaged one.

CONTACTS:

Medical University of Varna

Website: www.mu-varna.bg

Address: Varna 9002, 55 Marin Drinov Street

e-mail: uni@mu-varna.bg; Telephone operator: 052/ 677 050

<http://www.mu-varna.bg>

Rector's Office: 052/ 650 057

Office of the Dean

Prof. Radoslav Radev, MD, PhD – Dean of the Faculty of Medicine

Address: Varna 9002, 55 Marin Drinov Street, room 204

e-mail: radevr@gmail.com; T: 052/ 677 008

Office of the Registrar (Student Affairs Office)

Ms Dilyana Panayotova – Student Affairs Officer

Ms Diyana Nikolova – Student Affairs Officer

Address: Varna 9002, 55 Marin Drinov Street, room 205

e-mail: medicine.en@mu-varna.bg; T: 052/ 677 087; F: 052/ 677 086

Office of Educational Affairs

Ms Svetlana Grancharova – Head of the Office

Ms Rositsa Markova – Expert (Curricula and Syllabi)

Ms Neli Petkova – Expert (Scholarships and Student Hostels)

Ms Iglia Shtereva – Facilitator

Ms Daniela Slavova – Facilitator

Address: Varna 9002, 55 Marin Drinov Street, room 205

e-mail: svetlana@mu-varna.bg; T: 052/ 677 013, 677 014, 677 015

Office of Admissions

Ms Adelina Markova-Lazarova – Expert International Relations and Foreign Students

Ms Radostina Panayotova – Facilitator

Address: Varna 9002, 55 Marin Drinov Street, room 210A

e-mail: admissions@mu-varna.bg; T: 052/ 677 085; F: 052/ 677 086

Head of the English language programme:

Assoc. Prof. Lubomir Makedonski, PhD

Address: Varna 9002, 55 Marin Drinov Street, room 115

e-mail: lubomir60@yahoo.com; T: 052/ 677 074

Medical College

Address: Varna 9000, 84 Tsar Osvoboditel Blvd

e-mail: mk@mu-varna.bg; Telephone operator: 052/ 677 264

University Multi-profile Hospital for Active Treatment “Saint Marina”

Address: Varna 9010, 1 Hristo Smirnenski Blvd

Telephone operator: 052/ 302 851

<http://www.svetamarina.com/>

Multi-profile Hospital for Active Treatment “Saint Anna”

Address: Varna 9000, 100 Tsar Osvoboditel Blvd

Telephone operator: 052/ 655 911; 648 230; 648 231

<http://www.svetaanna-varna.com>

Specialized Hospital of Obstetrics and Gynecology “Prof. Dr. D. Stamatov”

Address: Varna 9000, 150 Tsar Osvoboditel Blvd

Telephone operator: 052/ 677 283

<http://www.agvarna.com>

Specialized Eye Hospital - Varna

Address: Varna 9002, 15 Doyran Street

Telephone operator: 052/ 634 901

<http://www.eyehospital-varna.com>

Regional Health Inspectorate

Address: Varna 9000, 3 Bregalnitsa Street

Telephone operator: 052/ 665 200; 634 019

<http://www.rzi-varna.com/>

Library

Head of Library (Ms Radeva) – T: 052/ 677 113

Address: Varna 9002, 55 Marin Drinov Street, 2nd floor

Student Hostel, block №3

Address: Varna 9002, 1 Bregalnitsa Street

Telephone operator: 052/ 634 859

Student Hostel, block. №35

Address: Varna 9002, 35 Petar Raychev Street

Reception: 052/ 303 462, 052/ 303 463

ACADEMIC SUPPORT

Head of the English Language Programmes in Medicine and Dental Medicine:

Assoc. Prof. Lubomir Makedonski, PhD

e-mail: lubomir60@yahoo.com

T: +35952 677 074

M: +359882215566

The Head of the English language programmes:

- ❖ works closely with all the academic coordinators from the Faculty of Medicine and the Faculty of Dental Medicine responsible for the relevant courses in assisting, advising and solving problems
- ❖ assists the Office of Educational Affairs in the recognition of prior learning process and applications
- ❖ coordinates the social events for students
- ❖ assists in solving academic or any social (daily) problems students might have
- ❖ assists the Office of Educational Affairs in the admission campaigns for foreign students

Academic coordinators:

First-year students

Assist. Prof. Katya Peytcheva;

e-mail: peytcheva@hotmail.com, T: + 35952 677 640

Assist. Prof. Yanka Baneva;

e-mail: yanysh@abv.bg, T: + 35952 677 258

Second-year students

Assist. Prof. Meglena Angelova, MD;

e-mail: mangelova2710@yahoo.com; T: +35952 677 620

Assist. Prof. Marin Zhelezov, MD

e-mail: marin.zhelezov@gmail.com; T: +35952 677 052

Third-year students

Assist. Prof. Darina Ivanova, MD;

e-mail: dari.ivanova@gmail.com; T: +35952 978 299

Fourth-year students

Assoc. Prof. Peter Ghenev, MD, PhD;

e-mail: peterghenev@yahoo.com; T: +35952 978 604

Fifth-year students

Assist. Prof. Assia Konsoulova, MD;

e-mail: dr.konsoulova@gmail.com; T: +35952 978 385

Sixth-year students

Assist. Prof. Assia Konsoulova, MD;

e-mail: dr.konsoulova@gmail.com; T: +35952 978 385

The academic coordinator:

- ❖ develops the weekly schedules
- ❖ develops the examination session schedules
- ❖ assists students in case of any academic problem
- ❖ provides assistance to transfer students in regards to organization of covering the additional equivalence requirements (when additional number of academic hours of training and sitting an equivalence examination) is required
- ❖ assists in student counselling (for any social and daily issues) and support services in a discreet and ethical way.

Academic year 2015 / 2016

Academic Calendar for Full-time Students in the Educational and Qualification Degree “Master” (Post-Secondary Education), Programme of Medicine

I. Winter semester

<i>Regular training</i>	Official Holidays	Regular examination session	Retake examination session
14.09.2015 – 18.12.2015 14 academic weeks <i>For first-year students:</i> 28.09.2015 – 18.12.2015	22.09.2015 01.10.2015 01.11.2015 08.12.2015 <i>Christmas and New Year Holidays</i> 22.12.2015 – 01.01.2016	04.01.2016 – 04.02.2016	05.02.2016 – 12.02.2016

II. Summer semester

<i>Regular training</i>	Official Holidays	Regular examination session	Retake examination session
15.02.2016 – 27.05.2016 15 academic weeks	03.03.2016 29.04. - 02.05.2016 06.05.2016 24. and 25.05.2016	30.05.2016 – 07.07.2016	12.07.2016 – 19.07.2016

Summer Practice for third- and fourth-year students

Students with successfully passed exams	from 11.07. - 09.08.2016 (30 calendar days)
Students with outstanding exam(s) from the regular examination session	from 21.07. - 19.08.2016 (30 calendar days)
September retake examination session	01.09.2016 – 12.09.2016

