



ЮЗУ „НЕОФИТ РИЛСКИ“

TRAINER OF THE STUDENT AND DOCTOR OF THE ECONOMIC FACULTY STUDENTS

1. GENERAL PROVISIONS
2. RIGHTS OF THE STUDENT
3. OBLIGATIONS OF THE STUDENT
4. STUDENT DOCUMENTS
5. CREATING A SEMESTER AND TAKING A TEST
6. TRANSLATION OF STUDENTS FROM ONE SPECIALTY INTO ANOTHER
7. CURRICULUM DOCUMENTATION
8. STUDY PROGRAM
9. ORGANIZATION OF THE CURRICULUM PROCESS
10. APPLYING A SEMESTER TEST
11. CREDIT SYSTEM
12. EUROPEAN CREDIT CREATING SYSTEM (ECTS)
13. REMOVAL FROM ONE TO OTHER SPECIALTY
14. SHORT TERM OF TRAINING
15. SCHEDULES FOR THE YEAR OF THE YEAR
16. SCHEDULES FOR THE YEAR OF THE YEAR
17. SCHEDULE OF THE CREATIVES
18. RECORDING OF STUDENTS IN TOP COURSE
19. RECORD FOR SUMMER SEMESTER OF THE RELEVANT SCIENTIFIC YEAR
20. PAYMENT OF SEMESTER TAXES
21. ASSESSMENT TEST
22. LEARNING BY INDIVIDUAL PLAN
23. BREAKDOWN OF TRAINING
24. RECOGNITION OF POSSIBLE TESTS
25. APPLICATION OF AN ADDITIONAL TEST
26. CONTINUING TRAINING WITH UNDESIRABLE TESTS OF THE PREVIOUS YEAR
27. ADMISSION TO THE TEST SESSION
28. POSSIBILITIES FOR STUDENT MOBILITY under the ERASMUS +
29. STUDENTS 'STUDENTS
30. PROVISION OF STUDENTS 'RIGHTS
31. PROCEDURE FOR STATE TESTING
32. DIPLOMATION

PhD Students

1. GENERAL PROVISIONS

2. NOTIFICATION OF COMPETITION FOR DOCTORS
3. ADMISSION TO COMPETITION
4. CONDUCT AND SELECTION
5. RECEIVE FOR FOREIGN CITIZENS
6. TRAINING OF DOCTORS
7. TERMINATION AND EXTENSION OF TRAINING
8. RIGHTS AND OBLIGATIONS OF DOCTORS
9. REMOVING THE DOCTOR
10. MATERIAL AND FINANCIAL PROVISION OF TRAINING
11. PRELIMINARY DISCUSSION OF DISSERTATION WORK
12. SELECTION OF JURYS AND PREPARATION OF RECEIVERS AND OPINIONS
13. PROTECTION OF DISSERTATION

STUDENTS

Student status is acquired after enrolling in Southwestern University "Neofit Rilski" and is lost upon removal or removal. Student is the one who is trained to acquire the Bachelor's and Master's degrees. The status gives the student rights and obligations during the training period. Students have additional opportunities to use discounts in student chairs and hostels, BDZ, urban transport, museums and many different events that are organized during the year.

In the Faculty of Economics, South-West University students are trained in Bachelor's and Master's degrees in two forms of education - full-time and part-time. Bachelor's degree - this is the first degree of higher education, it is organized for persons who have completed secondary education, the duration of which is 4 years (8 semesters) and ensures the acquisition of not less than 240 credits. The training provides training in the following specialties: Finance and Accountability, Economics and Marketing. The training ends with the fulfillment of all the obligations on the curriculum and successfully passed the state examination or the defense of the diploma thesis (diploma thesis). Master's degree - the second degree of higher education in the South-West University is organized in two directions: - Profiling and deepening of the preparation after graduation of a Bachelor's degree in the same professional field in SWU or another higher school - duration of training is 1 year Semester) with at least 60 credits; - Additional special and interdisciplinary training after acquiring a Bachelor's or Master's degree in other professional fields as well as after a Bachelor's degree in the same professional field. The training is 2 years (4 semesters), with no less than 120 credits. The graduation of the master students is done after a successful diploma thesis (diploma thesis).

1. GENERAL PROVISIONS

The student's guide shows the organization and management of educational activities for Bulgarian and foreign students and postgraduates at the Faculty of Economics of the South-West University "Neofit Rilski" - Blagoevgrad.

Each academic year, the Academic Council approves the professional fields, the specialties, the educational and qualification degrees and the forms of education that will be admitted and taught at the university.

The Academic Council offers a number of students in specialties and professional fields and the training fees, which are approved by the Council of Ministers through the Ministry of Education and Science.

The admission of students is done in compliance with the laws and internal regulations of the university.

2. RIGHTS OF THE STUDENT

1. To use the entire base of the University for study, research, sports and cultural activities and other benefits for normal life and training, under the terms and conditions set by the state and the University.
2. Receive the necessary information on the issues that concern him, including Higher Education Legislation, Qualified Assistance and Guidance from The course supervisor, the head of the department and the main unit and their academic staff and, if necessary, the Rector's Office.
3. To choose courses under the conditions set out in the curriculum and the Regulations for Educational Activities; To choose teachers in parallel courses.
4. To use student chairs and hostels, reduction of travel by urban and interurban transport, according to the current legislation of the Republic of Bulgaria.
5. To be insured at the expense of the state up to the age of 26 under the Health Insurance Act in case he / she does not receive labor and non-labor income.
6. To study simultaneously more than one specialty or to study additional courses in the order and under the conditions laid down in these regulations and the decisions of the Academic Council of the University.
7. To participate in the research activities of the university by guaranteeing their copyright, inventive and related rights and remuneration.
8. To elect and to be elected in the governing bodies of the university.
9. To associate in educational, scientific, cultural and sports communities for protection and satisfaction of their interests, as well as to be members of international organizations whose activity is not in contradiction with the laws of the Republic of Bulgaria.
10. To train on an individual plan.
11. Apply for transfer to another higher school, faculty, specialty, Degree or form of training under the terms and conditions provided for in the Regulations for Educational Activities.
12. Interrupt the training and continue it under the terms and conditions stipulated in the Regulations for Educational Activities.
13. Make a minimum of 30 days of vacation within one school year.
14. Use a credit for charging and / or maintenance during the period Training according to the legislation in force.
15. Appeal in the appropriate order and before the relevant authorities and decisions University activities that relate to his / her student status.
16. To express an opinion on the quality of the learning process by order established by the Academic Council of the University.
17. The rights of an active student are exercised until the first regular state examination session on the calendar after the last certified semester.

All students have equal rights. Criterion for evaluating their activity is the success shown in the training process. Students who are orphans, disabled people with permanent disability and reduced working capacity, war criminals and war criminals, grown ups in parental care homes, mothers with children up to the age of 6 and dispensary, prominent athletes, Students in full-time education who work under a labor contract and others, determined by a decision of the Academic Council, are entitled to special relief, Southwest University "Neofit Rilski" regulated by the law, the rules of higher education By decision of the Academic Council.

3. OBLIGATIONS OF THE STUDENT

1. To observe the Higher Education Act, the Regulations for the Structure and Activities of the University, the Regulations for Educational Activities and the Rules for Administrative and Information Services in the Faculty.
2. Enroll in a higher course and arrange your student status within the specified timeframe.
3. To execute on time all the assigned activities provided by the curriculum and the curricula.
4. Apply the exams provided for in the curriculum during the school year.
5. To protect the provided educational, technical and laboratory facilities.
6. Not to conduct political activity on the territory of the University.
7. To observe the established rules of conduct and internal rules
Order at the university, student hostels and chairs.
8. Respectfully respect the teaching staff, the administrative management, the employees of the university.
9. To contribute to their preparation and civic behavior to promote
Prestige and scientific prestige of the university.
10. Declare at the beginning of each school year, by means of a declaration form, the circumstances relating to the availability of health insurance benefits.
11. To pay the fees set by the Council of Ministers or the Academic Council in
The following deadlines: for part-time study - until the end of the lessons for each semester; For full-time education - up to 15 days after the beginning of the sessions for each semester.
12. To pay in due time the determined fees and rent for the use of student hostels.

In case of non-observance of the said obligations and in case of deliberate obstruction of the educational process, in the case of deliberate damage to university property, in case of assault on a lecturer and / or an administrative person / auxiliary staff, the student may be penalized with:

- Training for one academic year.
- Removing for a certain period.
- Removal without the right to study at the university.

In case of refusal of training after the beginning of the academic year / semester, determined with a schedule for the educational process, the fees paid shall not be refunded.

In case of refusal of training before the beginning of the school year,

According to the schedule of the academic process, the part of the semester fee is to be deducted from the semester, in the amount determined by the order of the Rector.

In cases where a student has paid a semester fee for

Training, but sanctioned with a removal or interruption order because they are not

There are circumstances for enrollment for the academic year / semester, the fee is refunded with an application to the Deputy Rector for educational activities.

A student may be absent from classes only for good reasons. In this case, he / she is obliged to fulfill his / her teaching duties by self-employment and consultations within the time limit set by the title holder.

Absence, but no more than 50% of school time is allowed for health reasons, pregnancy, birth, raising a child up to the age of 6, etc., after submission of the relevant document. In these cases the students undertake the duties provided by the curricula.

In the absence of more than 50% of the study time, the student interrupts the training by rewriting the same semester and paying the corresponding semester fee.

Students benefit from a relaxed training regime under the following conditions:

1. Minimum attendance of at least 50% of the sessions and an individual scheduling schedule agreed with the lecturer and head of the main unit.
2. Visiting students with part-time students and fulfilling the training obligations according to the curriculum for distance learning.

If both parents are students, until the child reaches the age of 6

The facilitated training regime can only be enjoyed by one of the parents.

Orders on the facilitated training regime are prepared in the main units and approved by the Rector.

4. STUDENT DOCUMENTS

1. Student book - one of the most important documents during the course. It encloses all credentials of the disciplines; All exam scores; Reflects the conduct of teaching practices and pre-graduate practice; It shall be stamped that the semester is paid and / or validated; A discount card is issued in public transport, BDZ and others. The student's license must be carried and submitted during the exam - it certifies that the student has the right to be admitted to the exam and is a document of legitimation to the examiner. Issuing a duplicate of a student's license is made in the event that the original is stolen, lost, damaged, etc. The duplicate is issued by the Learning Department.
2. Student ID card - it certifies that the person is a student at an educational establishment.
3. Academic report - it certifies the student status and the examinations made by the student.
4. Confirmation - this is an official document certifying the existence of student rights or certifying student status at the time of the assurance.

The assurances are two types:

Confirmations of student status for interfacial exchange / transfer from one specialty to another within the university, simultaneous training in two specialties / or for social / household / scholarships, hostel /. Certification of student status at the request of external organizations, institutions, companies and others. They are issued on a special form and are certified by the "Student Status" inspector.

5. CREATING A SEMESTER AND TAKING A TEST

Fresh students are admitted to a winter semester examination session without a semester certification. Students in full-time education who have not fulfilled their obligations under the curriculum and the syllabus of a subject with the permission of the head of the main unit may postpone their study for one academic year.

Students in part-time training are allowed to attend examination sessions without attending eye examinations for more than two times throughout the training course. A decision on this is taken by the head of the main unit, if there are valid reasons, which are evidenced by a document.

Students may continue their studies in a higher course with exams not taken at the sessions specified, under the terms and conditions set by the board of the basic unit. They should pass these exams until the end of the school year in which they are enrolled.

Admission to a semester examination session is certified with a stamp and signature in the Student Booklet by the relevant Inspector "Student Status".

In case of established plagiarism in the preparation of a thesis, in case of application for participation in programs for national and European scholarships, transcription or unauthorized use of technical means at a state or semester examination the student is removed for a period of one year.

In the case of forgery of documents issued by the university - assurances, protocols, academic references, diplomas, etc., and for forgery of a student's license, the student is offered to be

removed without the right to re-establish his / her student rights and to refer the relevant authorities.

Penalties are imposed by the Rector at the proposal of the heads of the main units. Prior to determining the degree of punishment, the student's explanations are also heard.

6. TRANSLATION OF STUDENTS FROM ONE SPECIALTY IN ANOTHER

A one-off transfer of students from one specialty to another, from one form of study to another and from one higher school to another, is done in the following order

Conditions:

1. The transfer from one specialty to another within the same professional field in the same basic unit shall be authorized by the head of the main unit.
2. In other cases, the relocation shall be authorized by the Rector, in agreement with the Head of Unit.
3. Movements shall be resolved in compliance with the capacity for the respective professional field, and for the regulated specialties - and the state requirements for them.
4. If the number of equalizing exams exceeds four, the student shall be enrolled at a lower rate.

In pregnancy or maternity, one course of study is allowed from one form of study to another and vice versa. This right can only be used in cases where both forms of education exist in the specialty.

Students from the last course who have not successfully passed all semester exams at the last Session may attend the following sessions but no later than one year after the last Session. In the case of pregnancy, maternity and long-term illnesses certified by the relevant documents, the period referred to in the preceding paragraph may be extended for a period of not more than one year.

In the event that they do not pass the examinations within the terms of the previous rules, the students are removed.

Students who have not passed their state examinations to the first Corrective State Examination Session provided for in the curriculum are removed by order of the Rector and retain their right to attend these exams. An exception is allowed in pregnancy, maternity and long-term illness, certified by the relevant documents, whereby a state examination session may be postponed by an application to the Rector.

In this case, the next round of State Exams is considered a regular and Corrective State Examination Session.

For students who have successfully completed at least a first-time course with a medium success of not less than very good education, the head of the core unit may allow them to study on an individual plan in order to:

1. Completion of higher education in shortened term.
2. Extend preparation in the specialty area by maintaining or extending the training period.

Do not permit simultaneous training in two specialties of students who attend a fourth or higher course or have disciplinary

Violations.

An application for simultaneous training in two specialties is submitted to the faculty conducting the training in the specialty, in due time:

1. determined by order of the Rector for the respective academic year - for the students from Second, third and fourth courses;
2. until the beginning of the winter semester - for first-year students.

An opinion for simultaneous training in two specialties is given:

1. The head of the main unit - where the first and second specialties are in

The same basic unit.

2. Rector, with the consent of the head of the main unit, which is the second

Specialty - when the first major is in one basic unit and the second one in another.

3. Of the two Rectors by mutual agreement - when the first specialty is in

Southwestern University "Neofit Rilski" and the second - in another higher school and vice versa.

4. The student's enrollment order under the preceding paragraphs shall be issued by the Rector.

Concurrent training in a second major can take place in regular or part-time training. Part-time training is only permitted if there is a form of training in the degree program required by the student. For the simultaneous training of the second specialty, a semester fee, determined by order of the rector, is paid.

The student has no right to give up the first specialty education and to continue his studies only in the second specialty.

Students who have been admitted to study in a second major are deprived of this opportunity if they discontinue their training in the first major or are removed from it. The discontinuation of the second specialty does not lead to the interruption of the first specialty training.

For the period of interruption, the student has the right to appear on the unsuccessful exams within the prescribed time frame.

Until state examinations for the second specialty are admitted students who have graduated from the main specialty.

When the student is simultaneously studying two specialties at two different faculties or two different higher education institutions,

The faculty / university to which the first major belongs is considered to be the primary and holds the original secondary education diploma. This is certified by the relevant training department.

7. CURRICULUM DOCUMENTATION

The curriculum for each specialty includes a qualification curriculum, a curriculum, syllabi and an annual schedule of the learning process. The study documentation is developed in the departments, approved by the boards of the main units, is subject to an expert assessment by the Department of Quality and Quality Assurance. Once approved by the Academic Council, it is approved by the Rector. The training documentation shall be kept within the time limits provided for in the Document Movement Nomenclature.

The curriculum for each specialty in the respective educational-qualification degree is a basic document, which is compiled according to the requirements of Normative documents.

The curriculum must specify:

1. The educational qualification grade for which it is intended.

2. The form of training.

3. Duration of training.

4. The compulsory subjects that provide the basic training.

5. Eligible courses that provide specialized training.

6. Optional study subjects, which are studied by the students

Provide additional training according to their interests.

7. The term of each discipline divided by semesters, forms of study

Occupations, type and volume of employment and credits awarded.

8. The forms for examining and evaluating the knowledge in each discipline (exam Or ongoing evaluation).

9. The type of practices, their name and duration, the time of the Conducting.

10. Traineeships, their duration and timing.

11. Duration of graduation preparation, reflected
In out-of-work employment.

12. The type and form of graduation.

The total number of compulsory and elective courses can not be less than the minimum workload and exceeds the maximum hours allocated to the state requirements for acquiring an educational qualification degree.

The choir of elective curricula chosen by the curriculum can not

Be less than the minimum required for the respective professional field / specialty.

Curriculums of part-time training are provided with eyewear, with total audience occupancy not less than 50% of the total academic attendance provided in the full-time curriculum.

The minimum curriculum for an individual curriculum may not be less than the part-time course in the relevant specialty

Given the degree of education.

The minimum length of training in part-time form may not be less than the full-time equivalent of the relevant education and training.

In curricula in which foreign nationals are trained, targeted changes may be made to the specific requirements of the country concerned.

Changes must not result in a change in the qualification rating of

The specialty and the acquired professional qualification.

8. STUDY PROGRAM

The curriculum for each discipline includes its objectives and tasks, the input-output results and subject links with other disciplines, which is reflected in a brief annotation; The name of the topics and subtopics; The necessary time for teaching and for out-of-work work; The name and type of the exercises (seminar, laboratory, practical); The necessary workload; number of credits; Organization, form and manner of assessment; Questionnaire / syllabus / exam program; Literary sources.

A curriculum for a discipline from the curriculum is reviewed in the council of the department that conducts the training in this curriculum, by a habilitated person with competence to teach this subject, and is approved by a decision of the council of the department responsible for the training in the relevant specialty.

The curricular content of each discipline is organized in relatively detached parts, each of which includes at least 15 academic hours.

9. ORGANIZATION OF THE CURRICULUM PROCESS

The training at the Faculty of Economics is carried out in the following organizational fields

Forms:

1. Regular;
2. Part-time;

Graduates of different forms of education receive the same level of education and professional qualification if they have fulfilled the requirements of the curriculum for the respective specialty and the degree of education.

The training takes place in the following educational and qualification stages:

1. a Bachelor's degree, for the acquisition of which, in accordance with the curriculum, at least 240 credits, with a term of study of not less than four years - "Bachelor";
2. Master's degree, not less than 120 credits after having obtained a Bachelor's degree and At least 60 credits after the Bachelor's or Master's degree.

The training of the students for acquiring the Master's degree after the Bachelor or Master's degree is realized according to a curriculum developed for the respective Master's program. Master programs for students with a Bachelor's degree in the same professional field include a minimum of 60 credits with a duration of two semesters. Students holding a "Bachelor's Degree" degree may be trained in master programs in the same professional field, which include a minimum of 120 credits, with a duration of not less than 4 semesters.

Curricula for master's programs for students holding a Bachelor's or Master's degree from other professional fields / specialties include:

A) obligatory fundamental disciplines for Bachelor degree from the basic specialty;

B) compulsory and elective courses with the corresponding credits provided for the acquisition of a Master's degree in the relevant specialty.

The term of study in the Master's programs is determined by the curriculum approved for the respective specialty subject to the state requirements for the specialties of the regulated professions. The diploma of Master's degree includes all the studied, recognized and assimilated courses, with the corresponding

Credits in the curriculum, regardless of the calendar duration of the training.

The training for acquiring a new specialty after completing the Bachelor's degree and / or Master's degree in another specialty is carried out according to the curricula approved for the respective specialty and in compliance with the state requirements for the specialties of the regulated professions.

The training is conducted in accordance with the terms and conditions set by the University under the current legislation. The term of study in the specialty is determined by the curriculum / qualification characteristic, with duration, according to the preliminary preparation of the candidate. Recognition and equipping of disciplines is done by a decision of an expert commission from the main unit appointed by the head of the main unit.

For students admitted to Bachelor's degree after having obtained the Bachelor's Degree in Professional Qualification, the recognition of completed courses / study subjects is done by

An expert commission to the main unit under the procedure for the recognition of completed periods of study in Bulgarian higher schools or completed stages after the fourth degree of professional qualification.

Students accepted for general training in Bachelor's degree after the fourth degree of professional qualification under the Vocational Education and Training Act, the recognition of completed stages / disciplines is carried out by an expert commission appointed by an order of the manager Of the main unit in which the training takes place.

The school year lasts for 30 weeks. The school year is divided into two semesters. Between school years and school sessions, as well as public holidays, holidays are defined. Daily student audience workloads can not be more than 8 hours. The duration of the study is 45 minutes. Between two hours of training is provided a break of no less than 15 minutes. The learning process in part-time training is organized in school years in training sessions in accordance with the curriculum and subject to the requirements of the university's internal rules.

The learning process for each form of training is carried out on an annual schedule which necessarily includes:

1. The beginning and end of each semester or cycle of eye sessions.
2. The beginning and the end of the examination sessions - semester and state, preliminary, Regular, corrective, liquidation.
3. Vacations.

The learning process for acquiring a Master's degree after an already acquired Bachelor's or Master's degree can start from a winter semester or a summer semester.

The annual schedule of the learning process is approved by the Rector. The training process for postgraduate students in higher education courses can start from a winter or summer semester. The learning process in less than one semester courses can begin at any time of the school year. The timetable for the learning process is proposed by the head of the main unit and is endorsed by him and by the Deputy Rector of Educational Activities. The training is done through the use of various organizational forms (lectures, exercises, practices, internship, elaboration of papers, coursework, diploma work, students' research and research work, consultations, etc.).

Depending on the specifics of the individual disciplines, the exercises are seminar, laboratory, practical, etc. Their type is determined by the curriculum of the specialty and the curriculum of the discipline.

The activities, the forms of out-of-school employment and the control over them are determined by the curricula of the different disciplines.

In lectures, students are organized in streams. Students from the same professional field are included in one stream; The same course and specialty or from different courses and majors, regardless of the professional field, who study a particular discipline in the same curriculum.

In the same discipline, taught in one or more specialties, parallel lectures can be organized, with the possibility of freely choosing the teacher by the students. The board of the main unit adopts specific rules for organizing parallel lectures.

During seminars, students are organized into study groups.

When performing, practical and other similar exercises, the groups are divided into subgroups.

Foreign language training of non-specialists is organized in groups and in physical education - in groups of sports.

The number of students in a stream is up to 220 students.

The number of students in a group is determined by the number of students enrolled and by the specifics of training as follows:

1. Seminars and exercises - 20 to 30 students. When the number of students

In the specialty is less than 20, then these students form a group.

2. Practical classes - up to 10 students.

The number of students in elective courses can not be less than 15 students. In case the number of students in the specialty is less than 15, then the number of students in the elective discipline can not be less than the number of students in the specialty. The number of flows, groups and subgroups for compulsory and optional subjects is determined for each semester by order of the dean. All special cases for the number of students in the streams, groups and subgroups are decided by the Rector at the dean's suggestion.

The lecturers for each stream, group and subgroup are determined by a decision of the council of the department responsible for the training in the relevant specialty.

Each student declares in the study department in writing the courses he / she has chosen. The "Student Status" inspectors shall announce on the faculty / information board's website a list of specialties with all elective disciplines in the curriculum for the next academic year.

The courses for each specialty in the "Economics" department are conducted on the basis of a certificate prepared in accordance with the working instruction for the development of the study certificate. The scholarship is offered by the head of the main unit ten days before the beginning of the semester, is approved by the Deputy Rector for Educational Activities and is compulsory for the teachers and the students. A change in the study slip is allowed exceptionally with the written permission of the Deputy Rector for Educational Activities and is reflected in the schedule.

10. APPLYING A SEMESTER TEST

The knowledge and skills of the students gained in each discipline are verified and evaluated through exams and on-going assessments according to the curriculum of the specialty. The organization of the evaluation of learning achievements and the award of credits is indicated in the curriculum of the discipline. The basic form for conducting semester examinations is the written exam. Other forms of assessment can be applied by decision of the faculty council depending on the specifics of the specialty.

The following requirements are met during the semester examinations:

1. Students are introduced to the criteria for evaluation of the written assignments during the course and are announced on the day of the examination.
2. Written works are kept in the main unit by the lecturer who has passed the exam for a period of one year.
3. Every student is entitled in one week after the test result is announced to identify his / her written work and to obtain clarification from the lecturer.
4. If, within one week of the announcement of the results, a student's objection to an evaluation is received, the Dean shall appoint an expert committee for an opinion on the evaluation. The assessment of the expert committee is final.
5. The examinations shall be given to the lecturer who has held the main lecture course, according to the curricula for the respective disciplines and the questionnaires / the examinations to the curricula.
6. Leaders of the core units may award exams to lecturers on the same or related discipline in the event of temporary incapacity for work by the holder of not less than one month,

On retirement and upon termination of the employment relationship.

The evaluation is based on sixth system / 2.00; 3.00; 4.00; 5.00; 6.00). During the semester, teachers conduct ongoing control over the learning of the knowledge and skills of the students in the discipline. The forms of control are indicated in the curriculum approved by the respective department. The assessments of the current control are recorded in the examination report and are taken into account when the final grade for the discipline is formed. Continuous assessment is based on disciplines that require a step-by-step assessment of learning and learning skills and training in more than one semester. The final on-going assessment is formed by at least three step evaluations. In cases where the student has received a current assessment of weakness (2), he / she is on an examination during the corrective session. Exams are held through the sessions defined in the curriculum for each academic year.

For full-time and part-time students, the examination sessions for each subject are regular, corrective and liquidation. Additional session, outside the approved schedule for the three examination sessions under para. 2, may be determined by a decision of the Rector, determining the order, the conditions and the duration. Within 7 days of the announcement of the exam results, students may apply once to increase the assessment of no more than one discipline within the remedial session. The student is on an exam to increase his / her assessment after an application has been submitted and authorized by the head of the main unit. The new rating is final.

The test report is provided by the inspector of the teaching department personally to the lecturer and returned by the instructor to the inspector. Individual protocols are issued to students who have been enrolled conditionally, suspended with the right to attend exams, equals, pregnant and student mothers who are trained on an individual plan, and return to the teaching department personally by the lecturer.

Each lecturer is obliged, within ten days after passing the exam, to enter in his / her student's book, protocol and main book the grades of the discipline received by the students. It is obligatory to fill in all the requisite protocol and the general ledger. Teachers who do not enter timely assessments are subject to disciplinary responsibility. Student booklets are provided to the lecturer by course supervisors.

The exam scores are recorded by the inspector in the student's e-file. In case of inconsistency of the assessments from the paper record and the entered evaluation in the electronic file, the evaluations from the paper version shall be valid.

The organization and responsibility for the proper conduct of the semester examinations is carried out by the head of the department, which organizes the training in the respective specialty / discipline, and the Dean's Dean on the educational activity.

The control over the conduct of the semester examinations is carried out by the Dean or an Deputy Dean authorized by him.

The annual sessions schedule approved by the Rector's Order is obligatory for the lecturer.

11. CREDIT SYSTEM

A credit accumulation and transfer system operates in the university. In each discipline, credits are formed by auditorium employment (lectures, practical, seminar and laboratory exercises, practices, etc.) and out-of-work employment. Credits are awarded to students who have successfully completed the corresponding course

Course and / or module by passing an exam or other assessment. One academic year is based on 60 credits, and one semester - 30 credits, allocated to study subjects and / or modules, according to the curriculum of the specialty and the educational-qualification degree.

Optional courses form additional credits over those from compulsory and optional subjects.

Students trained under Erasmus + at a university by a program participant are recognized credits (respectively ratings) for the subjects they have studied and the training period is respected.

Recognized credits (grades) shall be recorded and deposited in the general ledger in the general department's servicing department by a person designated by an order from the head of the main unit.

12. EUROPEAN CREDIT CREATING SYSTEM (ECTS)

WHAT IS THE CREDIT CALCULATION AND TRANSFER SYSTEM?

On 19.06.1999 in Bologna, the ministers of education of 29 countries in Europe, including Bulgaria, signed a joint declaration on the creation of a European Higher Education Area. Building on the basic principles of autonomy and independence of higher education institutions underpinned by the Magna Charter Charter, also signed in Bologna in 1988, the Bologna Declaration justifies the need to introduce a system of educational credits as a reliable and effective means of enhancing the student's Mobility.

Student mobility is an essential element of inter-university cooperation, which should constantly adapt to global and rapidly changing public demands and trends for: increased demand for higher education, internationalization of education and research, enhancing the quality of university education, offering university Qualifications in the labor market. Student mobility is one of the best ways for professional and scientific development of students by mastering and transferring foreign educational experiences.

The credit accumulation and transfer system provides opportunities for educational institutions to facilitate agreements for full academic recognition of periods of study abroad as well as for ensuring transparency in student education.

The system is based on the European Credit Transfer System (ECTS) model and is based on the following basic principles: full awareness, mutual trust and consent, and reporting on the workload of students using credits.

The credit system as an organization of the learning process:

- is based on full student and audience accreditation for each individual discipline;

- provides students with the opportunity to choose courses, study forms and forms of self-employment, as well as recognition of separate periods of study held in other higher education institutions or different specialties of the University corresponding to all requirements of the curriculum and educational- The qualification degree of a particular specialty.

The credit is a digital expression of full-time student employment required for the acquisition of knowledge, skills and competences defined in the qualification specification of the specialty and the requirements of the curriculum for the educational and qualification degrees "specialist", "bachelor" and "master".

Credits are distributed in school years, semesters and subjects.

The credit system is implemented by SWU "Neofit Rilski" as an educational institution with its main units, lecturers and students with the help of the following documents:

1. information package;
2. application form for students from other higher schools or specialties from different faculties of SWU "Neofit Rilski";
3. Academic reference for recognition of educational credits and periods of study in other higher schools or different faculties of the University;
4. contract for education of students from other higher schools.

The efforts of the University for Student Mobility are supported by the Socrates European Socrates Co-operation Program, the Erasmus sub-program.

FUNCTIONING OF THE CURRENT AND CREDIT TRANSFER SYSTEM

2.1. Introduction of the system

On 30.10. 2002, the Academic Council of the University took the decision to join the Bologna Process and to integrate into the process of establishing a European Educational Area, adapting as a matter of priority the training of Bulgarian and foreign students to the European Credit Transfer System (ECTS). The system was adapted through a pilot project in the 2003/2004 school year with the participation of all faculties and with the Dutch Government's consulting support through the NMCP / Netherlands Management Cooperation Program.

2.2. Formation and accumulation of credits

1. Credits shall be determined for the total student and out-of-school accreditation provided by the curriculum in compulsory, elective and facultative subjects, depending on the specifics of each specialty reflected in the qualification curriculum and the curriculum of the respective educational degree.

2. Credits are a comparable measure for determining the total annual workload of students, consisting of: lectures, exercises, practices, internships, coursework and diploma theses, references, research projects, library work, etc.

In accordance with the MES Regulation and the requirements for the implementation of a system for accumulation and transfer of credits in higher education institutions and methodological instructions of the European Commission, the credit system at Southwestern University "Neofit Rilski" includes 60 credits of student workload for one school year. It consists of two semesters winter and summer. For each semester 30 credits are given. The credits for each course are awarded only after all the requirements of the curriculum have been fulfilled and the corresponding exam has been assessed with a score not lower than the average 3. The form of assessment is indicated in the curriculum and is in accordance with the requirements of the HEA and The rules of the SWU.

3. One credit is awarded for 30 hours of student work.

4. The share of the audience can not be more than half.

5. *The ratio between the auditorium and the out-of-work occupation shall be determined in the curriculum of the specialty according to the Ordinance on the State Requirements for Higher Education Education of the Bachelor's, Master's and Specialist Degrees.*
6. *The total number of credits required for completing the Bachelor's degree is 240 for a 4-year period of study, 10 of which are for a successful state examination or a diploma thesis.*
7. *The annual and semester distribution of the credits for the Master's degree after the Bachelor's degree in the same specialty includes not less than 60 credits, according to the training periods specified in the curriculum, 15 of which are for A successful state exam or a secured thesis.*
8. *The credits for acquiring the Master's degree after the Bachelor or Master's degree in another specialty can not be less than 60 credits, for each specialty the requirements for acquiring educational - Bachelor, Master and Specialist degrees.*
9. *The credits in the specialties providing distance and part-time training correspond to the number of credits provided in the curricula for the regular form of study.*
10. *The credits provided for each of the compulsory, elective and facultative courses and the credits for the planned out-of-study student employment are entered in the curriculum of the specialty by educational qualification degrees.*

13. REMOVAL FROM ONE TO OTHER SPECIALTY

Application conditions:

1. Completed at least the first course and success not less than good (4.00).
2. They meet the requirements for admission in the relevant professional field / specialty listed in the candidate's yearbook for the respective year.
3. Free capacity in the professional field

Necessary documents:

Application to the Rector - by model. Reference from the Student Status Study Department - Refers to the application. Reference from the archive or from the Training Department for a competitive examination (s) in accordance with the requirements of the specialty on which the training is intended to continue - the application is reflected. A copy of the secondary education diploma. Deadlines for submission of documents are announced each year on the site after the rector's order has been issued for the conditions and order of transfer for the respective academic year.

14. SHORT TERM OF TRAINING

The ambitious students have the opportunity to graduate higher education in a shortened term / merger of two courses /, on an individual plan.

The conditions for this are: successfully completed at least the first course and average success of the studies, not less than a few. Good. Applicants may apply at the beginning of the academic year or semester, at the faculty office.

15. SCHEDULES FOR THE YEAR OF THE YEAR

The timetable for the exam session is coordinated between the individual discipline and the student (group responsible). It is prepared by the secretaries of departments and is announced on the information boards at the Faculty of Economics and / or on the faculty web site.

16. SCHEDULES FOR THE YEAR OF THE YEAR

The training sessions for each semester, for each specialty, are conducted on a certificate, which is approved by the head of the basic unit. The order is coordinated with the lecturers and the students and is obligatory.

Classes of lessons are advertised on the Internet and at an appropriate location in the faculty / college. Each school year consists of 2 semesters. Each semester consists of 15 weeks. The daily auditorium / workload / of the students is up to 8 hours. The duration of the study is 45 minutes. Between two hours of training, a break of no less than 15 minutes is provided.

17. SCHEDULE OF THE CREATIVES

The training sessions for each school year for each form of training are conducted on an annual schedule approved by the Rector. The lessons are in the form of lectures and seminars.

18. RECORDING OF STUDENTS IN TOP COURSE

The enrollment of students in an upper course is carried out by a "Student Status" inspector through the group supervisor (exceptionally, individually by the student).

Conditions for enrollment in a higher course are:

Completed duties in each discipline.

Sufficient semester examinations from the previous year (according to the decisions of the relevant faculty councils).

Paid semester fee within the specified deadlines:

For part-time study - until the end of each semester;

For full-time education - up to 15 days after the beginning of the sessions for each semester;

Required documents to enroll:

Receipt for paid semester fee;

Statement of health insurance (for full-time students);

Names;

Student Booklet.

Students who have not enrolled within the set deadlines are interrupted for one academic year.

19. RECORD FOR SUMMER SEMESTER OF THE RELEVANT SCIENTIFIC YEAR

Recording is done collectively by the group manager or, exceptionally, individually by the student with a student's license.

Sufficient condition for enrollment of the second / summer / semester is a certified winter semester of the same academic year and a corresponding semester fee has been paid within the respective enrollment terms:

For part-time study - until the end of each semester;

For full-time education - up to 15 days after the beginning of the sessions for each semester.

20. PAYMENT OF SEMESTER TAXES

The payment of specified semester fees is subject to the following deadlines:

For part-time study - until the end of each semester;

For full-time education - up to 15 days after the beginning of the sessions for each semester.

The receipt for a paid fee is submitted to the relevant Inspector "Student Status" at the faculty.

A student who has not enrolled for the semester and has not paid the semester fee within the specified time interrupts his / her training for one academic year.

21. ASSESSMENT TEST

Within 7 days of the announcement of the test results, students may apply once to increase the assessment for no more than one discipline within the rectification session. For this purpose it is necessary to apply to the head of the faculty. The new rating is final. Examination to increase the

assessment is done with an individual protocol. All protocols are returned to the Learning Department solely by the lecturer or the secretary of the Department.

22. LEARNING BY INDIVIDUAL PLAN

Individual training is authorized: For completion of higher education / short term / one - time merger of two school years /. It is necessary to have successfully completed at least a first course with a medium success of studying no less than very good. For extended training in the specialty area, while maintaining or extending the training period. Students of an individual training plan are trained according to a plan adopted by the board of the main unit and by order determined by the decision of the head of the main unit, within the existing groups and streams of the students in full-time and part-time training, as well as in Hours for regular counseling for teachers. Exams are given with individual protocols in the announced sessions for regular and / or part-time training. Individual protocols are returned only by the lecturer or the secretary of the department.

23. BREAKDOWN OF TRAINING

The student interrupts his / her training for one academic year in the following cases: In case of non-payment of the tuition fee within the stipulated terms; By your own will, due to: illness, family reasons, going abroad or the presence of other important reasons. Due to unsuccessful exams / poorly /. For an unverified semester. Do not record the corresponding semester. Do not settle your student status within the specified deadlines. The interruption of students is governed by an order of the Rector. Applications for interruptions are submitted at the office of the relevant faculty / college.

24. RECOGNITION OF POSSIBLE TESTS

Recognition of the passed examinations and the corresponding credits to the transferred students or to the students simultaneously under the second specialty is done by the lecturer in each course, provided that the coursework corresponds to at least 80%.

25. APPLICATION OF AN ADDITIONAL TEST

Equalizing exams are examinations to be made when moving from one specialty to another, from one form of study to another and from one higher education institution to another, or when the student has interrupted his / her studies to meet the requirements of the current school curriculum Plan. When matching to a new syllabus that requires more than 4 sessions, the student is enrolled in a lower course. The equivalence of training courses for the acquisition of a new specialty, after having completed a Bachelor's degree and / or a master's degree in another specialty, shall be carried out with the permission of the head of the main unit, upon decision of the departmental council.

26. CONTINUING TRAINING WITH UNDESIRABLE TESTS OF THE PREVIOUS YEAR

A student may continue his / her studies in a higher course with exams not taken at the sessions determined under the terms and conditions set by the boards of the main units. Students are required to take the unannounced examinations by the end of the school year in which they are enrolled.

For this purpose it is necessary to apply for enrollment with unsuccessful semester examinations to the faculty dean. After approval of the application, the appearance of the non-exams outside the session is made by individual protocols.

All protocols are returned to the Learning Department solely by the lecturer or the secretary of the Department.

27. ADMISSION TO THE TEST SESSION

Admission to a semester examination session is certified by a stamp and signature in the Student Booklet by the relevant Student Status Inspector if they meet the following conditions:

Completed duties for disciplines for the respective semester.

They have a certified semester, according to the decision of the Faculty Council. (You can receive the semester validation at the relevant faculty).

Students in full-time education who have not fulfilled their obligations provided in the curriculum and syllabus of a course, with the permission of the head of the main unit, may postpone their study by one academic year.

Students in part-time training are admitted to attend sessions without attending eye examinations for more than twice the duration of the training course. A decision on this is taken by the head of the main unit, if there are valid reasons, which are evidenced by a document.

28. POSSIBILITIES FOR STUDENT MOBILITY under the ERASMUS +

The Erasmus + European Program for Education, Training, Youth and Sport was launched in 2014. And has a period of operation until 2020. It is based on an integrated approach that ensures effective interaction between all sectors in education, training, youth and sport. The Erasmus + program supports activities in the fields of: school education, higher education, vocational education and training, adult education, youth. The new program aims to build robust partnerships between education and business to promote innovation and competitiveness, while promoting employment, with a special focus on combating youth unemployment.

29. STUDENTS 'STUDENTS

On April 17, 2017, a grant application for scholarships for the summer semester of the 2016/2017 school year was launched under the "Student Fellowships - Phase 1" project. Project scholarships can be awarded to full-time students. For the "scholarship for success" only students who are trained in specialties from the priority professional fields / Decree № 64 of the Council of Ministers of March 25, 2016 / who have successfully passed all the exams on the curriculum and their average success from the previous Two semesters (for first-year students - from the first semester) is not less than good 4.00. Ranking for a "Scholarship for Success" is made in descending order of the average success of the students in the specialties from the priority professional fields. List of priority professional fields / according to Decree № 64 of the Council of Ministers of March 25, 2016 / HERE A "scholarship for special achievement" can apply to students who are trained in specialties from all professional fields that have developed or have participated in activities in the fields of science, engineering, pedagogy, innovation and entrepreneurship, art, culture and The sport that has passed all the exams on the curriculum and their average success in the previous semester is not less than a good 4.00. Developments and activities can only be from the previous or the current semester. Student can receive up to 3 (three) "scholarships for special achievements" per semester. "Scholarship for Special Achievement" is ranked in descending order of the students' average success, with quotas being by faculties and determined in proportion to the number of students in full-time for the respective semester.

30. PROVISION OF STUDENTS 'RIGHTS

Students who have been removed and left voluntarily can redeem student rights by applying to the Rector under the following conditions:

1. The professional field in which they have been trained is accredited and has free capacity;
2. The university is trained in the specialty under which they were trained; Have at least one semester certified prior to removal / removal from the university;

3. A person trained in a specialty in Economics at Southwestern University "Neofit Rilski" but who has lost his / her student's rights for not more than four years at the time of reimbursement may reimburse them once by recognizing a training period as: To the Rector applying for a refund of his student's rights.

The Commission, the composition of which determines the dean of the respective core unit, decides in which course / semester to recover the lost student. The re-enrolled student continues his / her training during the semester / course determined by the Commission for recognition of a training period under the curriculum in effect at the time of the restoration. For the restoration of student's rights, the student pays an administrative fee in the amount determined by order of the Rector.

For each of the semesters until the end of their studies, the retired student pays the specified semester fee within two weeks of the beginning of each semester. A person trained in Economics at Southwestern University "Neofit Rilski" but who lost his / her student's rights more than four years ago at the time of reimbursement may only reimburse his / her student's entitlement to the curriculum in effect at the time of the rehabilitation only in paid form Training such as:

-Successfully passed the exam (s) for the relevant specialty.

-Gives the Rector an application for a refund of his student's rights.

The Commission, the composition of which determines the dean of the respective core unit, decides in which course / semester to recover the lost student.

The re-enrolled student will continue his / her training in the semester / course set by the Commission for recognition of a period of study, which may not be longer than six semesters for Bachelor's degree and eight semesters for Master's Degree (After secondary education).

For the recognition of a period of study, the student pays an administrative fee in the amount determined by order of the Rector. For each of the semesters until the end of their studies, the retired student pays the specified semester fee within two weeks of the beginning of each semester. Disqualified individuals who have not passed their state examinations within the set deadlines may re-establish their entitlement within four years of the semester, have the right to appear once in a state examination session, either regular or corrective, within one calendar year from the date of reimbursement According to the curriculum they were taught. Upon expiration of the 4-year term of the semester graduation, the persons may once re-establish the student's rights under an existing curriculum in paid form of training. If the number of equalizing exams exceeds four, the student should be enrolled at a lower level in the current syllabus.

A person who uses his / her rights to redeem student's graduation rights without graduation, loses forever his / her right to graduate in this specialty.

For the reimbursement of student rights, an administrative fee is payable, determined by order of the Rector.

Persons with permanent disability and reduced ability to work 50 to 69 per cent pay half of the amount of the fee to be reimbursed for student rights.

In all cases, students must apply to the Rector with the necessary documents certifying the existence of a ground for re-establishing the student's rights.

31. PROCEDURE FOR STATE TESTING

This procedure regulates the rules and procedures for conducting state examinations for students who graduate. The procedure is applied in all the main units that organize the training in the "Economy"

Professional fields / specialties.

Students who have fulfilled their obligations under the curriculum apply for

Attending state examinations in the relevant departments, within the framework of the

The relevant departments, before the dates set for the state examinations. If, during one session, the student is in more than one state examination, the application is submitted before the first examination. School inspectors make an official referral on the applications for the implementation of the obligations under the curriculum. The heads of departments are responsible for announcing the lists of admitted to

State exam students in the INTERNET and in appropriate places at the latest one day before Exam. If it is necessary to divide the students into groups, this is done in a manner determined by a decision of the department council.

Preparation of materials for state exams. The state exam questions are prepared by specialists in the relevant scientific field and approved by a decision of the departmental council, at least 3 months before the state examination session determined by order of the Rector. The questions on which the written state examination is held are withdrawn lottery on the day of the exam by the representative (s) of the graduates.

Exam materials include: a large envelope - A4 format, a small envelope, a name tag

And faculty graduate number, white and draft set. They shall be stamped and assembled before the exam by the secretaries of the relevant departments or by the commission appointed for the examination.

Committees of Quaestors shall be appointed by order of the head of the main unit or the Deputy Chief Rector. Employees and teachers are not allowed to act as conservators,

Who have relatives of the relevant exam or have a qualification in the same field.

Take the exam.

Graduates take their seats at the examination rooms at the latest 30 minutes before the exam begins. The Quaestors assigned to the exam compare the personal data of the graduate from the ID card to those of the protocols for the students admitted to the exam. The Quaestors give the exam materials to each graduate before the exam begins. During the exam, the use of auxiliary materials is not allowed, except for those regulated by the decision of the faculty councils.

It is unacceptable to use comments or textbooks and textbooks that contain normative acts as well as collections of laws that include case law. At the end of the written state examination, in compliance with the principle of anonymity, each graduate must fill in his / her personal details and sign on the small slip, and the quaestor must verify the correspondence between the completed personal data of the graduate and those on the documents. After the exam, the bailiff, in the presence of the student, glues the small bag with the fiche, puts it in the big envelope with the writing and seals it.

After accepting all the written papers by the attending graduates, the Quaestors shall transmit the envelopes (under the number) of the CIPHERING Committee under records. All writing works are mixed to avoid any sequence of work. Carefully cut one end of the envelope. The same number is numbered the largest,

The small envelope and the writing work, starting from 1 to n. The small envelope is separated. Written work remains in the big envelope. The large envelopes of the writing are arranged in fifty in folders. The small sachets are also separately assembled by fifty pieces, sealed in a larger envelope and stored in a safe. Large envelopes with written papers are submitted under a record number to the relevant State Examination Board for verification. Verifiers are provided with protocols for the entry of the first verification, second verification, arbitration, and final assessment reports.

Against the relevant fictitious number of the minutes, the final assessment is made by the commission.

Upon completion of the inspection, the State Examination Board shall transmit the examinations (under number) and the Protocols of the Deciphering Commission. Slice small sachets one by one

and the faculty number of the graduate from the datasheet in the small sachet with the same fictitious number is placed against the fictitious number of the evaluation report. On the small fiche with the name and faculty number, the corresponding fictitious number and the assessment from the protocol are recorded.

The final results of the primary protocols that revealed anonymity are submitted to the State Exam Statement. After rechecking, they are advertised on the Internet and at appropriate locations within the specified deadlines. The written works of the graduates shall be kept for at least one year after the examination, according to Art. 44 para. 2 of the HEA, with the secretary of the respective Department. The primary records of the written state examinations are kept at the same time as the secretary of the department. The final minutes are displayed under a single numbering in the University Book Archive registration book. Signature and final minutes are submitted by the Chair of the Examining Board to the Teaching Department for submission of the assessments in the general papers and the preparation of the diplomas. The accepted final examination protocols are by no means exported by the training department. They can not be duplicated or corrected. According to the nomenclature of cases, the final protocols of the state exams have a storage life of 40 years and are kept in the archives of the university.

32. DIPLOMATION

The training in each Bachelor degree or Master degree course ends with a state examination or a diploma thesis defense covering the material studied in compulsory fundamental disciplines, According to the specialty of the specialty. State exams are organized and conducted in accordance with state requirements for them. The questionnaires / examinations for the state exams are discussed by the departments responsible for the training in the relevant majors and are announced to the students at the latest one semester before their graduation.

The form of the state exam is defined in the curriculum. For individual majors and educational-qualification degrees there may be practice-applied state exams. Students who have successfully passed all semester exams and successfully passed the pre-graduate practice / practice are admitted to a state examination. The state exam is conducted in accordance with the state requirements for graduation before a state commission by habilitated lecturers. Exceptionally, one teacher with educational and scientific degree "Doctor" can take part in the commission. The commission includes also external persons for the higher school. The composition of each examination board is determined by order of the Rector.

Written State Exams are anonymous.

The state examination may be held if not less than 2/3 of the members of the examination committee are present.

Assessments from state exams are determined by the committee in a closed session. In the event that the State Exam consists of a written and verbal part, the score is its arithmetic mean, rounded to the nearest integer.

Estimates are final and are not subject to appeal and review.

Students wishing to develop a diploma thesis submit an application to the head of the department to determine the subject and the scientific supervisor by the end of the enrollment period for the winter semester of the last training course. The conditions for admission to the development of a thesis are determined in the curriculum of each specialty. For the students of the Master's Degree program after the Bachelor's degree with a duration of two semesters - by the end of the first semester. The topics on which students can develop a diploma work should be in line with the professional fields they are taught. If necessary, they are approved by the faculty council if they are not regulated in the curriculum.

After the development of the thesis approved by the scientific supervisor, the diploma thesis is submitted to the Department for discussion at the latest one week before the date of the defense. The thesis is reviewed by a lecturer designated by a decision of the department responsible for the training in the respective specialty / discipline and the proposals for external reviewers are approved by the head of the main unit.

The diploma is admitted to the defense after fulfilling the following requirements:

1. Referral from a study department that it has fulfilled all the obligations of the study Plan and took all semester exams.
2. Deputy at the department within the prescribed time limits for discussion and defense diploma Work signed by the scientific supervisor.
3. Implementation of the requirements of the University's procedure for checking and finding transcripts by students.
4. A positive review from the designated reviewer.
5. In case of a proofreading, the diploma thesis is not allowed to be defended, and the student Shall be removed by order of the Rector for at least one year.
6. If the diploma thesis fails to protect, the graduate is Allows a second defense on the same topic at the next state examination session, or develops a new thesis in accordance with this article or is a state exam.
7. The department in which the defense is carried out shall keep a register of the diploma thesis, which contains the South-West University "Neofit Rilski" the topic, the name and the faculty number of the diploma, the name of the scientific supervisor, the date of protection, the assessment. Entries in the register shall be certified by a signature of the head of the department within one week after the defense.

The assessment of state examinations is determined in accordance with the requirements of the law and these regulations. The assessments of the state examinations and defense of diploma theses shall be entered in a protocol signed by all members of the commission and in the general book by the chairman of the commission or a commission member authorized by him.

The student has the right to appear at two of the three state examination sessions - preliminary, regular, corrective. The sessions of the sessions are determined by the calendar schedule for each academic year approved by the Rector.

Students who have appeared but have not successfully passed the state examinations or have not defended the diploma thesis at two of the three examination sessions are entitled to a one-time appearance not later than one calendar year from the last appearance.

Students who did not appear on state exams

Sessions have the right to take part in two sessions not later than 2 calendar years after the last successful semester examination.

In the Bulgarian language, the university issues a diploma for a completed higher education qualification, a certificate for professional qualification and other basic documents, as well as a European diploma application in English according to the requirements of the Higher Education Act and the Ordinance on State Requirements to the Content of the Basic Documents issued by higher education institutions.

A graduate degree is awarded after a successful completion of the curriculum obligations, regardless of the calendar duration of the training.

The curriculum and the diploma for completed educational qualification include all the courses studied and assimilated in the curriculum as well as recognized, including under the Erasmus and Erasmus + programs. A European Diploma Application is issued upon a written request.

Successful graduates of Bachelor and Master programs and graduates of Southwestern University "Blagoevgrad" are awarded their diplomas or certificates at a solemn promotion ceremony, which is

organized once a year. Information about the dates of the promotion and registration of the graduates can be obtained from the faculty / faculty information boards or the university website. Formal clothing at the award of the diploma is compulsory.

PhD Students

1. GENERAL PROVISIONS

The status of PhD is awarded after successfully passing a written and oral exam with an overall score of two exams much more. Good 5.00. PhD students can apply for a Master's degree, and the training for the acquisition of the educational and scientific degree "Doctor" is carried out in a regular, part-time, distance or independent form of education. The regular and independent form of study is of a duration up to 3 years, and the distance and the distance - up to 4 years. The minimum period of training in the regular and independent doctorate is 2 years, in the part-time and distance doctoral studies - 3 years. Second is performed by accredited by the National Agency for Assessment and Accreditation Agency (NEAA) PhD programs in scientific fields.

2. NOTIFICATION OF COMPETITION FOR DOCTORS

Written proposals for the admission of full-time and part-time PhD students in accredited scientific majors for each upcoming academic year are made by the Departmental Councils. In 14 days these proposals be considered and adopted by the Faculty Board and submitted for approval to the Academic Council. A copy of the minutes of the board of directors at which the decision to announce the competition was also attached to the validation report. The competition for admission to full-time and part-time doctoral studies is announced in the "Official Gazette" and on the website of the University.

Within two months of the announcement of the competition in the State Gazette, candidates submit to the Department of Academic and Scientific Development the following documents:

- application to the Rector for participation in the competition
- curriculum vitae (European template)
- Diploma (app) for an education - qualification degree "Master" or notarized copy
- a certificate of recognized higher education if the diploma is issued by a foreign higher education institution
- motivation letter to participate in the competition
- medical certificate
- other documents certifying their interests and achievements in the relevant scientific field.

In the case that the preparation is conducted in a foreign language, applicants shall present a document or sign a declaration of attestation of proficiency in the foreign language, which may not be lower than B2, according to the Common European Framework of Reference. Upon submission of documents applicants submit fee for administrative services determined by the Academic Council. The application of the applicants for training against payment and the attached documents under para. 1, including the fee under para. 2, shall be accepted throughout the year.

Art. 9. The competition for full-time and part-time doctoral studies is conducted not earlier than 1 month after the expiry of the deadline for submitting participation papers..

3. ADMISSION TO COMPETITION

The admission of candidates to the competition is carried out by a committee appointed by an order of the rector, comprising: the dean of the faculty, the head of the department and the lecturer in the respective doctoral program proposed by the head of the department. The Commission examines the applicants' compliance documents with the eligibility requirements and takes a decision within 20 days after the deadline for submitting documents. The dean of the faculty in which the doctoral training is conducted shall notify the candidates in writing of the results of their admission to the competition, and the reasons for the decision shall be given for the unsuccessful candidates. Admitted candidates are notified of the date of the exams, and they are also provided with the programs under which the competition examinations are held.

4. CONDUCT AND SELECTION

The competition includes a specialty exam and a foreign language chosen by the candidate. Candidates for PhD students in foreign languages and foreign literature take a foreign language examination other than the exam in the specialty. The competition exams are held within one month of the date of notification. The candidate for a PhD student holds examinations in the specialty and one elected

From him a foreign language (English, French, German, Italian, Spanish, Russian) to a three-member committee appointed by order of the Rector.

Contest examinations for postgraduate students are conducted throughout the year, except in July and August.

The examination in the specialty is written - anonymous, and oral, with separate grades for each. An oral examination shall be allowed for at least "Very Good (4.50)". Candidates who have received an average grade from the written and oral exam at least "Very good (5.00)" are considered successful candidates. Only candidates who have passed the exam in the specialty are eligible for a foreign language test. Successfully passed the exam in a foreign language are candidates who have received an assessment not less than "Good (4.00)". The results of each exam are recorded by the examining committee in a report which is brought to the attention of the candidates on the day of the exam. Estimates are final and not subject to review.

The selection of candidates for doctoral candidates who successfully passed the examinations is conducted by the faculty council, but not later than one month after the foreign language test.

The Faculty Board decides on the allocation of successful applicants based on a report on the results of the competition. The decision shall state the subject of the dissertation thesis and the scientific supervisor of the doctoral student who shall be elected on the proposal of the department council. The academic supervisor shall be a habilitated person or a person holding the degree "Doctor" in the respective professional field with proven scientific achievements or practical experience.

In the event that a competition committee has ranked two or more candidates with an equal grade from the examination in the specialty, the faculty board elects one of them, taking into account the assessment of the foreign language examination, the average success of the higher education diploma, As well as with the documents certifying the interests and achievements of the candidates. Provided that none of the candidates obtains a majority, a new vote shall be held with the participation of the two candidates who received the most votes.

The admission of doctoral students in an independent form of study is carried out without examination, throughout the academic year, after submission of a dissertation project elaborated in its main part.

5. RECEIVE FOR FOREIGN CITIZENS

Bulgarian nationals and nationals of another Member State of the European Union, of another country party to the Agreement on the European Economic Area or of the Swiss Confederation who have graduated from foreign higher education institutions may apply for postgraduate studies after their acquired higher education is recognized under the procedure Of the Ordinance on the State Requirements for Recognition of Higher Education Acquired and Completed Training Periods in Foreign Higher Education Institutions under the terms and conditions provided for in these rules.

Persons who are not Bulgarian citizens and are not nationals of Member States of the European Union and of the European Economic Area may apply for and undergo PhD studies:

-in the implementation of intergovernmental agreements for educational, cultural and scientific exchanges;

- according to acts of the Council of Ministers;

- by the order of art. 95 para. 7 of the Higher Education Act.

They may apply for PhD students under the conditions and by the order of acceptance of the Bulgarian citizens if:

- have the status of permanent residents on the territory of the Republic of Bulgaria

- they have refugee status fFrom the Bulgarian nationality.

6. TRAINING OF DOCTORS

Doctoral students in all forms of doctoral studies perform the doctoral program in the relevant specialty or field and include the following activities:

1. research, including participation in scientific projects
2. visiting and participating in training courses (lectures, seminars, tutorials, etc.)
3. teaching and / or expert activity, participation in scientific forums (national and / or international)
4. Exams provided in the individual curriculum
5. defense of doctoral dissertation.

The distribution by type of activities for the duration of the training is based on the standard for an individual curriculum approved by the University. The training of the PhD students is carried out on an individual curriculum, which is prepared by the Ph.D. student and its scientific manager, is accepted by a departmental council and approved by the faculty council.

The individual curriculum is prepared on the basis of the curriculum of the doctoral program accredited by NEAA. It determines the direction of the doctorate and details the activities that the doctoral student has to do. The individual curriculum contains:

1. topic of dissertation work
2. the distribution of all activities by years
3. Exams and deadlines for their placement
4. attending a certain cycle of lectures and exercises, participating in courses, seminars, conferences and other public scientific events
5. teaching activities
6. the stages and terms for preparation of the dissertation work.

Changing the topic of dissertation and / or changing the scientific supervisor is allowed exceptionally, but no later than 3 months before the date of the defense. The change is made by an order of the rector of the higher school on the basis of a decision of the faculty council, upon proposal of the department.

Doctoral students take the exams on the individual curriculum in front of the commissions appointed by the Dean, consisting of at least three persons with academic rank and with the participation of the doctoral supervisor. Non-habilitated persons may be included in the Foreign Language Commission, but at least one member is a habilitated person.

PhD students are certified by the faculty council at the end of each academic year. The PhD students present to the members of the department a report on the activities carried out which contains a scientific part (reporting of the results obtained) and a report on the implementation of the individual plan. The supervisor gives a written opinion on the work of the PhD students at the department council. If necessary, the supervisor, together with the PhD student, proposes to specify his / her individual curriculum.

The Board of the Department accepts:

1. opinion on the implementation of the individual curriculum and evaluation of the doctoral student's activity
2. Proposal for a PhD student attestation
3. a proposal for specifying the individual curriculum
4. Recommendations for the further development of doctoral studies, recommending, as appropriate, the subject's specification or the replacement of the scientific supervisor.

In addition to reporting under the previous article, full-time PhD students report their work at the end of each quarter by submitting to the Dean a report on the implementation of their individual curriculum, to which are attached:

1. a report on the work done on the thesis and the individual curriculum, certified by the scientific manager and confirmed by the evidence
2. a report on the teaching work, certified by the head of the department.

7. STOPPING AND EXTENSION OF TRAINING

PhD students have the right to interrupt their studies due to illness, maternity, family and other causes for a total of no more than 2 years. The discontinuation of doctoral studies is done by order of the Rector at the request of the PhD student and with the opinion of the Scientific Director after a decision of the Faculty Council. The term of doctoral studies may be extended for objective reasons up to one year by order of the Rector after coordination with the Scientific Director at the proposal of the faculty council. PhD students are entitled under objective circumstances to move from / to another higher school, to another doctoral program or to a form of study. The Faculty Council decides to enroll in the cases under the preceding paragraph on the basis of a proposal by the Department, after recognizing a period of study and examinations on the individual plan. Recognition of examinations and periods of study shall be carried out by an expert committee designated by an order of the Rector, which shall include at least 3 persons from the relevant professional field. The Commission shall draw up a record of the recognition results. On the basis of the decision of the Faculty Council, the Rector issues an order for enrollment of the PhD student. Regular PhD students use a minimum of 30 days' vacation within one school year.

8. BACKGROUND AND OBLIGATION OF DOCTORS

PhD students are entitled:

To receive qualified support for their scientific and professional development from their scientific supervisor and other persons involved in the dissertation.

To participate in the research activities of the core unit, ensuring their authorship, inventive and related rights and remuneration.

To elect and be elected in the governing bodies of the University.

To use student hostels and chairs, medical services, reduction of travel by urban and interurban transport, as well as the whole base for educational, research, sports and cultural activities.

To use credit for charging and / or maintenance during the training period.

Participate in specializations, conferences, scientific forums, etc. In the country and abroad, if the subject is in accordance with the topic of the dissertation and the event is provided in the individual training plan, and the funds are provided according to their plan accounts.

Doctoral students are required:

To fulfill successfully and on time the tasks assigned to their individual plan

To preserve the material and technical base of the University

To observe the requirements of the university regulations

Keep the name and prestige of the University

Participate in the various stages of the university-run admissions campaign.

The University further stimulates the research and artistic and creative activity of PhD students through:

1. Ensuring conditions for participation in scientific projects funded through the state subsidy for research and artistic-creative activity of the University.
2. Ensuring conditions for publishing in the Almanac University "Dissertation Theme" and other book and electronic publications.

9. REMOVING THE DOCTOR

The PhD student is removed from:

- system failure to fulfill their obligations under the individual curriculum
- To apply for your exams without valid reasons
- infections of the lectures, courses, seminars, etc. provided for it; Lessons without good reason
- systematic violation of the University's regulations
- Plagiarism proved
- judgment and imprisonment for committed intentional crime of a general nature.

10. MATERIAL AND FINANCIAL PROVISION OF TRAINING

The University provides training and provides its material base to all its PhD students by assuming the cost of training, training and protection only for those in full-time and part-time form of study, as well as for PhD students in their own form of education, who as trainees and assistants have an internship At the University for no longer than 4 years.

A PhD student who has successfully passed the examinations provided in the individual curriculum but has not defended his / her dissertation on time shall be deferred with the right to defense.

A PhD student with a right to protection receives a document from the University certifying his / her training in the relevant doctorate and the examinations he / she has taken.

In the event that the doctoral student does not appear in defense within one year of deduction, the costs of the thesis defense procedure shall be borne by the PhD student.

Regular PhD students at the University may take part in competitions (nominated by the Ministry of Education and Science) for the sending of doctoral students to Bulgarian students for doctoral study abroad under the conditions specified in the intergovernmental agreements for educational, cultural and scientific exchanges and under additional requirements.

The funds for financial and material provision of the dissertation work, including for experimental work, are determined by approved plan accounts for each academic year by type of expenditure.

Doctoral students who study in full-time form are entitled to the funds under the preceding paragraph not exceeding 40 percent of the determined annual state subsidy in the respective professional field.

Planning bills for each academic year are accepted by the board of the main unit and endorsed by the rector.

11. PRELIMINARY DISCUSSION OF DISSERTATION WORK

Dissertation work should contain scientific or applied research results that represent an original contribution to science. It must indicate that the applicant has in-depth theoretical knowledge of the relevant specialty and ability for independent research.

The dissertation thesis must be presented in a form and volume that corresponds to the specific requirements of the department and should contain: title page, content, introduction, presentation, conclusion, summary of the results obtained with a declaration of originality, bibliography.

The PhD student presents his dissertation to the scientific supervisor, who assesses the readiness for protection. In the case of a positive assessment of the PhD student's readiness to defend the dissertation thesis, the supervisor proposes to the department council to open a preliminary discussion procedure.

The preliminary discussion procedure is opened with a report by the scientific supervisor.

The pre-consultation procedure shall be held before the Board of Trustees with the presence of at least three graduates in the relevant professional field.

The department assigns a review by a habilitated person to the relevant professional field. The department decides on the readiness to defend before a scientific jury after discussing the dissertation and autorepretation submitted by the PhD student. In case of a positive decision about the readiness for defense, the department makes a proposal for the composition of the scientific journal. The scientific supervisor and the doctoral candidate must participate in the discussion of the composition of the scientific jury and can give

its member suggestions. The head of the department, within 10 days, submits to the dean of the faculty / director of the college a report and all documentation related to the procedure as well as 3 copies of the dissertation work and 10 copies of the autoreferate.

12. SELECTION OF JURYS AND PREPARATION OF RECEIVABLES AND OPINIONS

The Faculty Council, within one month from the proposal of the department, determines the composition of the scientific jury, the date of the defense and makes a proposal to the Rector. Within 7 days of the proposal of the Faculty Council, the Rector shall approve by order the scientific jury, which shall also determine the date of the defense. The Scientific Jury is composed of five academic persons in the respective scientific field or scientific fields on the subject of the dissertation. At least one of the members of the jury is a professor. At least three of the members of the jury are external to the University. The academic supervisor is a member of the jury if he is a habilitated person. The Chairperson of the Scientific Jury is a habilitated person holding an academic position at the University. Within 14 days of the Rector's Order, the Scientific Jury selected two of its reviewers. Jury members prepare two reviews and three opinions. One of the reviews is compulsorily prepared by an outside person. Reviews and opinions end with a positive or negative evaluation and are handed over to the department within 3 months of the selection of the scientific jury. The reviews, opinions, and the abstract of the dissertation must be published on the University's Academic and Scientific Development Web site and be there for at least 10 days.

13. PROTECTION OF DISSERTATION

The Scientific Jury holds an open session on the protection of the dissertation within one month after the publication of the authoress, the reviews and the opinions.

At the Open Session:

- the chairman of the scientific jury presents the doctoral student
- the doctor gives a short overview of the main results of the Dissertation work
- the chairman of the scientific jury presents the reviews and opinions of the scientific jury
- the members of the jury and everyone in the public defense can ask questions and make speeches
- Every member of the scientific jury publicly announces its assessment - positive or negative
- the president of the scientific jury announces the result of the defense.

The dissertation work, which received three or more positive assessments, is considered to be successfully defended. The failed thesis is returned for processing. If the applicant wishes, no later than one year after the date of return, a new defense procedure shall be announced. The second defense procedure is final.

The educational and scientific degree "Doctor" is acquired from the day when the dissertation thesis is successfully defended. The educational and scientific degree "Doctor" is certified by a diploma, which is issued in a single model, approved by the Minister of Education, Youth and Science, in Bulgarian and at the request of the person - and application in English. The diploma is sent to the Ministry of Education and Science for registration within three days after its issuance. The University sends to the National Information and Documentation Center in electronic and print version information about the PhD thesis, together with a copy of the diploma thesis and the author of the dissertations.

The academic degrees obtained abroad are recognized by the Rector in compliance with the normative acts and international treaties to which the Republic of Bulgaria is a party.