# ORDINANCE N1

# for the Academic Activities at VFU “Chernorizets Hrabar

# Chapter One

## GENERAL PROVISIONS

**Art. 1.** (1) (suppl., prot. No. 9/28.06.2021) The Ordinance on Educational Activity regulates the matters related to the organisation and management of the educational process, the rights and obligations of the students, lecturers and the academic administration.

1. The purpose of the Ordinance is to synchronize and codify the matter relating to the admission, education and graduation of the students at VFU Chernorizets Hrabar (VFU).
2. (suppl., prot. No. 9/28.06.2021) The Ordinance was adopted in accordance with the requirements of the Higher Education Act, the state regulations in force and the Rules on the Organisation and Activities of Varna Free University Chernorizets Hrabar.

# Chapter Two

## MANAGING BODIES AND ORGANISATION OF THE EDUCATION PROCESS

**Art. 2.** (1) (amend., prot. No. 9/28.06.2021) The managing bodies of the educational activity are: Academic Council, Rector, Deputy Rector for Academic Affairs, Deans of Faculties, Heads of Departments, Departmental Director and Branch Director. The rights and responsibilities of these are regulated in the Rules on the Organisation and Activities of VFU.

1. (amend. and suppl., prot. No. 9/28.06.2021) To the Deputy Rector of Academic Activities and under his presidency a University Commission on Academic Activities (UCAA) is established. Members of UCAA are the heads of the main units, the director of the branch, the director of the Distance Education Centre and the director of the Front Office. If necessary, with a decision of the Deputy Rector for Academic Activities, lecturers and specialists from the practice, as well as representatives of the Student Council and various administrative units, can be included to UCAA as experts with an advisory vote.
2. (repealed, prot. No. 9/28.06.2021)
3. (repealed, prot. No. 9/28.06.2021)
4. (new, prot. No. 9/28.06.2021) University Commission on Academic Activities:

1. Develops opinions on key policy issues and the organisation of the education process on the basis of regulatory requirements, good academic practices and examples.

2. Performs an expert assessment of the compliance of the educational documentation with the state requirements for acquiring higher education at the relevant educational and qualification degree, with the educational policy of VFU and the educational standards of VFU.

3. Reviews and proposes to the Academic Council for validation of educational documentation of new specialities or update of existing specialities.

4. Discusses proposals for the creation, transformation or closure of specialities and their forms of education.

5. Discusses and proposes to the Academic Council for approval proposals for changes in the regulations of the academic activity at VFU.

6. Discusses and takes decisions on various problems of the education process, requiring coordination between the different academic and service units.

7. Discusses the recommendations, opinions, criteria, methodological guidelines, procedures and schedules received from the Ministry of Education and Science and the NЕAA related to the educational activity.

(6) (new, prot. No. 9/28.06.2021) The University Commission on Academic Activities shall be convened at the initiative of its chairperson once a year. Decisions shall be taken by a simple majority. Meetings are regular when two-thirds of its members are present.

(7) (new, prot. No. 9/28.06.2021) The University Commission on Academic Activities shall report to the Academic Council before the end of the academic university year.

**Art. 3.** (suppl., prot. No. 9/28.06.2021)The units servicing the educational process are: The Front Office, the Distance Education Centre, the Institute of Technology, the Financial and Accounting Department, the administrations of the Faculties, Departments and the Branch.

**Art. 4.** (1) The Front Office:

1.(suppl., prot. No. 9/28.06.2021) carries out educational marketing, organises and conducts the student admission;

2. serves the students at a single service point;

3. (suppl., prot. No. 9/28.06.2021) supports, in terms of processing documentation and information, the education activities by preparing, coordinating, organising and maintaining the academic semester schedule for the workload of students and lecturers and the schedules for the exam sessions;

4. (new, prot. No. 9/28.06.2021) administers students until their semester completion, accumulation, storage and updating of information in databases regarding their student status;

5. (new, prot. No. 9/28.06.2021) organises the entire activity of issuing diplomas, certificates and other documents in accordance with the Regulation on State Requirements for the Main Documents Issued by Higher Education Institutions and the Law on the Development of Academic Staff in the Republic of Bulgaria;

6. (new, prot. No. 9/28.06.2021) serves the lecturers with regard to the honorarium of the academic work load, the issuance of the exam protocols, the importation of the grades from the exam protocols in the system "Student status" and the entry of the grades in the main books when they are on paper;

7. (new, prot. No. 9/28.06.2021) exercises control over the conduct of the classes and the participation of the students in them.

1. The activity of the Front Office is under the authority of the Secretary General of VFU and is governed by *Instruction No. 1 on the organisation and activity of the Front Office*.
2. (repealed, prot. No. 9/28.06.2021)

**Art. 5.** (repealed, prot. 9/28.06.2021)

**Art. 5a** (new, prot. No. 9/28.06.2021) (1) The Distance Education Centre:

1. Expands and develops the institutional environment for distance education and its elements;

2. develops standards and procedures for the design and creation of educational electronic resources;

3. organises the registration and storage of electronic educational activities and resources in accordance with the *Standards and procedures adopted by the Academic Council for the design, creation, registration and storage of electronic educational activities and resources*, as well as in accordance with the requirements of the Copyright and Related Rights Act;

4. monitors compliance with the regulatory framework of the internal rules for the organisation, conduct and development of distance and e-education and of the electronic educational and administrative activities used;

5. provides technological and pedagogical functionality of the systems and platforms for student identification, control and management of electronically based assessments and final tests;

6. provides education and consultations to the academic staff for conducting electronic and distance education;

7. periodically monitors and evaluates the quality of the education, including using electronic means for intelligent analysis of the education process;

8. conducts research in the field of distance and e-education;

9. systematizes and promotes good practices in the field of electronic distance education;

10. cooperates with organisations and units that have a similar subject of activity.

(2) The activity of the Distance Education Centre is subordinate to the Deputy Rector of the educational activity of VFU and is governed by Instruction No. 10 on the Organisation, Conduct and Development of Distance and E-education.

**Art. 6.** (1) (amend., prot. No. 9/28.06.2021) The entire educational and methodological activity related to the education and graduation of students is carried out in the Departments, Faculties, the Branch and the Department of Foreign Language Education

(2) (amend. and suppl., prot. No. 9/28.06.2021) By decision of the councils of the Departments and the Branch conducting the educational process, an academic advisor is appointed for the respective course of students in Bachelor's and Master's degree after secondary education of full-time, part-time and distance form of education. In coordination with the Student Council for Academic Advisors, students from the upper courses of the same speciality and form of study may also be appointed.

(2а) (new, prot. No. 9/28.06.2021) The Academic Advisor:

1. makes the direct connection between the academic staff of VFU, the faculty management and the students;
2. informs the students about the order in the VFU and instructs them about their rights and obligations under the laws and internal regulations of the VFU;
3. assists through the Career Development Centre in organising and conducting the students' educational practice;
4. monitors the manifestations of students; selects, registers and supports students with potential for scientific work or in the field of entrepreneurship, according to the *System for personal monitoring and support of the most outstanding students;*
5. provides methodological assistance to students and organises the selection of optional and elective courses in accordance with the curriculum of the speciality;
6. organises the selection by the students of a supervisor of the student group, up to one month from the beginning of the first semester and in case of interruption, re-enrolment, removal or de-enrolment of the selected supervisor;
7. holds at least one meeting with the assigned student group on a monthly basis on issues related to the organisation of the education process and the problems of the students;
8. informs the head of the educational unit or the Deputy Rector of the questions asked in meetings or conversations with students, on which it is necessary to take appropriate measures;
9. reports its activity to the Departmental Board / Council of the Branch at the end of the school year.

(2b) (new, prot. No. 9/28.06.2021) In order to provide up-to-date information related to student life, to support the work with outstanding students and the activities of the Student Council and to coordinate the relations between the Student Council and the management of VFU, by a decision of the Rector, a Secretary for Student Affairs may be appointed.

 (3) For the implementation of scientific and methodological guidance of the education in Master 's degree after higher education by a decision of the councils of the Departments conducting the educational process and the Branch, for each speciality and class a head of the master's course is appointed, who is a habilitated person.

 (4) If necessary, a technical assistant of the Master's course may also be appointed to support the education under the preceding paragraph.

**Art. 7.** (amend. and suppl., prot. No. 9/28.06.2021)The structure, organisation and activity of the Institute of Technology, the Financial and Accounting Department and the administration of the Departments, the Branch and the Department of Foreign Language Education shall be regulated by the Rules for the Structure and Activity of VFU Chernorizets Hrabar and other internal regulations of the University.

# Chapter Three

## ADMISSION OF STUDENTS

**Art. 8.** (amend. and suppl., prot. No. 9/28.06.2021) The students admission of is carried out in accordance with the *Higher Education Act*, the regulations on state requirements, the *Rules for the Structure and Activity of VFU Chernorizets Hrabar* and this *Ordinance*.

**Art. 9.** (1) (suppl., prot. No. 9/28.06.2021) The admission and education of students at VFU Chernorizets Hrabar is carried out in specialities approved by the Academic Council, according to *the Classifier of the Areas of Higher Education and Professional Fields* and in accordance with the approved for each speciality and form of education educational documentation.

(2) (amend. and suppl., prot. No. 9/28.06.2021) The education at VFU Chernorizets Hrabar is paid. Fees for tuition, exams, graduation and administrative services, the amount of benefits and penalties and the procedure for their payment are determined by order of the President of VFU Chernorizets Hrabar on the proposal of the Academic Council.

(3) (suppl., prot. No. 4/15.12.2023) Fees and other payments under the preceding paragraph may be indexed for subsequent periods of education with a rate not exceeding the accumulated inflation measured by the consumer price index.

**Art. 10.** (1) (suppl., prot. No. 9/28.06.2021) For the cases not settled in Chapter Three of this Ordinance, the Academic Council adopts *Instruction No. 9 for admission of students to VFU Chernorizets Hrabar*, which regulates the admission of students for each new academic year.

1. (suppl., prot. No. 9/28.06.2021) On grounds of and in accordance with the Instruction, no later than 30 November of the current academic year, an Applicant's guide for the next admission shall be issued.
2. (suppl., prot. No. 9/28.06.2021) The admission of foreign students to VFU Chernorizets Hrabar is regulated by *Instruction No. 2 for admission of foreign students, postgraduate students and doctoral* students. The Applicant's guide for foreign students shall be prepared within the term under para. 2.

# Chapter Four

## EDUCATIONAL PROCESS

**Section І**

**Degrees and forms of education**

**Art. 11.** (1) At VFU Chernorizets Hrabar, education is conducted for the acquisition of:

1. educational and qualification degree Bachelor;
2. educational and qualification degree Master;
3. educational and scientific degree Doctor.
4. VFU conducts continuing education on the principle of "lifelong learning", which is not a basis for acquiring an educational and qualification degree or speciality and is organised as:
5. (repealed , prot. No. 9/28.06.2021)
6. Education for increasing the qualification and other forms of lifelong learning – complements or expands an acquired system of knowledge, through education in a separate curriculum or in thematically distinct subjects in the curriculum.
7. VFU organises internships and practices during the education, which can be:
8. internships and practices included in the curriculum;
9. internships and practices on institutional, national and international projects;
10. internships and practices at the initiative of the department, related to research and practical-applied tasks of students.

**Art. 11а.** (new, prot. No. 9/28.06.2021) Education under Art. 11, para. 1 shall be organised after a motivated proposal of the faculty councils and the Council of the branch and a decision of the Academic Council on the academic profile of the University, in compliance with the state requirements for acquiring an educational-qualification or educational-scientific degree, taking into account the trends in the market demand for specialists and provided:

1. education material, technical and information base;

2. academic staff who, in terms of structure and qualification, meet the requirements of the Higher Education Act and the standards of the University;

3. educational documentation approved in accordance with the established procedure;

4. funding.

**Art. 12.** (1) Education in educational and qualification degree Bachelor provides broad profile education or specialised professional education in professional fields and specialities.

(2) (amend., prot. No. 9/28.06.2021) The minimum period of education for acquiring a bachelor's degree is 4 years, and for correspondent form of study it may be extended by no more than 1 year.

**Art. 13.** (1) The Master's degree provides in-depth, fundamental education combined with profiling in a particular speciality.

1. The education of students for acquiring higher education in Master's educational and qualification degree is carried out in three main directions:
2. post-secondary education in specialities for which education is provided only for acquiring the educational and qualification degree Master.
3. profiling and deepening of the preparation in accordance with the acquired speciality of the educational and qualification degree Professional bachelor;
4. profiling and deepening of the preparation in accordance with the acquired speciality of educational and qualification degree Bachelor;
5. additional wide-profile and interdisciplinary education for those who have acquired higher education in the educational and qualification degree Bachelor or Master in another speciality.
6. The terms of education for acquiring the educational and qualification degree Master are:
7. not less than 5 years for the specialities under para. 2, item 1;
8. not less than 2 years for the specialities from the same professional field of education and qualification degree “Professional bachelor in...", para. 2, item 2;
9. not less than 1 year for the specialities under para. 2, item 3;
10. for the specialities under para. 2, item 4 – according to a curriculum consistent with the preliminary preparation of the candidates.
11. The period of education for acquiring the educational and qualification degree Master in part-time form of education may be extended by no more than 1 year.

**Art. 14.** (1) (amend., prot. No. 9/28.06.2021) The term under Art. 12, para. 2 and Art. 13, para. 2, item 1 may be shortened by one year if:

1. (amend. and suppl., prot. No. 9/28.06.2021) the student has completed the first year and has an average grade of studying, not lower than "Very good".
2. (repealed, prot. No. 9/28.06.2021).

(2) Students who study in shortened terms may not study at the same time in a new speciality.

(3) The education in short terms shall be carried out in accordance with the current curriculum for the previous class of the speciality.

(4) Students who have switched to education in shortened terms shall pay semester fees for the full course of study.

(5) (suppl., prot. No. 9/28.06.2021) Shortened terms education shall be authorised by the head of the department leading the education in the speciality or the director of the Branch upon application by the student. Enrolment of students for education in shortened terms is by order of the Dean/ Director of the Branch, once for the period of study.

**Art. 15.** (1) (amend., and suppl., prot. No. 9/28.06.2021) Students trained in short terms are required to pass the examinations provided for in the curriculum for the next two academic years within one.

1. Individual protocols according to the curriculum of the previous class are issued for the passing of the exams of the students educated in short terms.
2. Students educated in short terms may sit for exams at all sessions, subject to examination requirements.
3. The graduation of students educated in short terms shall be carried out in accordance with the general procedure and in accordance with the approved curricula.

**Art. 16.** (repealed , prot. No. 9/28.06.2021)

**Art. 16.a** (new, prot. No. 9/28.06.2021) The education under Art. 11, para. 2 is organised and carried out by the academic units and/or the Vocational Education Centre (VEC) and includes:

1. activities for the provision of professional education – professional education for acquisition, validation of professional knowledge, skills and competences acquired through non-formal education and informal education, as well as expansion and updating of the professional qualification certified by a state-recognized document according to Vocational Education and Training Act – certificate of vocational education, certificate of vocational qualification, certificate of validation of vocational qualification;
2. postgraduate qualification for students, doctoral students and other persons who have completed or are in the process of acquiring higher education - in the form of qualification and education courses, seminars, trainings for acquiring a qualification, master classes, etc.

**Art. 17.** The education in educational and scientific degree Doctor is carried out under doctoral programmes after acquired educational and qualification degree Master, in accordance with the *Law on the Development of the Academic Staff in the Republic of Bulgaria*, the Regulations *for its Implementation and Ordinance No. 12 on the Acquisition of Doctoral and Doctor of Science degrees at VFU Chernorizets Hrabar*.

**Art. 18.** (1) The conduct of practices and internships during the education aims to provide students with knowledge and skills for successful professional realisation and development of their research potential.

(2) The conduct of practices and internships shall be regulated in *Instruction No. 8 on the Organisation of Internships and Practices of Students at VFU* to this Ordinance.

**Art. 19.** (1) (amend., and suppl., prot. No. 9/28.06.2021) The forms of education for obtaining an educational and qualification degree at VFU are regular, correspondent, distance and evening.

(2) The distance education form is organised by the Distance Education Centre.

(3) (new, prot. No. 9/28.06.2021) The forms of education for acquiring the educational and scientific degree Doctor are full-time, part-time, distance and independent education.

**Art. 20.** (1) The amount of the fees for the trainings under Art. 11, para. 1, as well as the procedure and term for their submission, shall be determined by an order of the President of the VFU for each academic year on the proposal of the Academic Council.

(2) The amount of the fees for the trainings under Art. 11, para. 2 shall be determined in accordance with the plan-account of the education, approved by the doctor of VFU. Fees and plan-account are not required for mobility under EU programmes.

## Section ІІ

**Credit Accumulation and Transfer System (CATS)**

**Art. 21.** The education at VFU is conducted in accordance with the European Credit Transfer and Accumulation System (ECTS).

**Art. 22.** (1) Credits are a numerical expression of the full student work load necessary for the acquisition of certain knowledge and skills in the process of education for the acquisition of the respective educational and qualification degree.

(2) (amend., and suppl., prot. No. 9/28.06.2021) The credit system provides students with the opportunity for elective courses, study forms and forms of independent work, as well as internal and external mobility on the basis of recognition of individual periods of study that correspond to part of the curriculum of the speciality and the educational and qualification degree.

**Art. 23.** (1) (amend., and suppl., prot. No. 9/28.06.2021) Recognition of educational credits and periods of study acquired at another higher school, in similar disciplines from another speciality or in restoring student rights and awarding credits, shall be carried out by specialised committees to the main units and the branch.

(2) (suppl., prot. No. 9/28.06.2021) The composition of the specialised committees includes not less than three habilitated persons, shall be adopted by a decision of the council of the respective main unit/ Branch and shall be approved by its head.

## Section ІІІ

**Educational documentation**

**Art. 24.** (1) (suppl., prot. No. 9/28.06.2021) The educational process in the Bachelor's and Master's degree courses is organised and conducted according to the educational documentation, which for each speciality and form of education covers the qualification characteristic, the curriculum, the curricula of the studied disciplines and the annual schedule of the educational process and the schedule of the classes.

1. The educational documentation referred to in para. 1 shall be developed, adopted, approved and updated in accordance with *Standards approved by the Academic Council for the development, adoption, approval and updating of educational documentation*.
2. The conduct of the education and its results under para. 1 shall be reported in a main book for each speciality and class, examination protocols, the system "Student status" and a registration book for the diplomas issued.
3. (new, prot. No. 5/23.02.2024) The Main book shall be maintained in electronic and/or paper format.
4. (new, prot. No. 5/23.02.2024) Students have access to their education results and current student status through personal access to the "Student Status" module of the "Student Status" system.
5. (new, prot. No. 5/23.02.2024) By publishing education results and documents concerning the current student status in the Student Status system, students are deemed to be informed.
6. The education process at the educational and scientific degree Doctor is organised and conducted according to the educational documentation regulated in Ordinance No. 12 for the Acquisition of the Educational and Scientific Degree “Doctor” and the Academic Degree “Doctor of Science” at VFU Chernorizets Hrabar.
7. A Preparatory course for foreign students in language and specialised education is conducted according to a curriculum that is developed in the Department of Foreign Language Education, approved by the Departmental Council, discussed in the University Committee on Academic Activities and approved by the Academic Council.
8. (repealed, prot. No. 9/28.06.2021)
9. (amend., prot. No. 9/28.06.2021) The continuing education under Art. 11, para. 2 shall be conducted on the documentation required by the regulatory framework, which shall be accepted by the education unit.
10. (amend., prot. No. 9/28.06.2021) The necessary documentation for conducting education under Art. 11, para. 2 includes:
11. (amend., prot. No. 9/28.06.2021) curriculum and/or curricula;
12. plan-account;
13. copy-excerpt from the decision for acceptance of the educational documentation.
14. The conduct of the education under Art. 11, para. 2 and the results thereof shall be reported in material books and examination protocols, which together with the documentation of the education shall be stored in the unit that organised and conducted the education.

**Art. 25.** (1) (amend., and suppl., prot. No. 9/28.06.2021) For the organisation and conduct of the education sessions, the deans, heads of education departments, the director of the Branch and the director of the Department of Foreign Language Education shall maintain the following documents in electronic form @vfu.bg:

1. (amend. and suppl., prot. No. 9/28.06.2021) a copy of the curricula for the disciplines in all taught specialities;
2. curricula in the disciplines in which education is conducted;
3. timetable for classes;
4. minutes of the meetings of the council of the unit;
5. annual plans of the unit;
6. annual reports on the operation of the unit;
7. examination programmes for semester and state examinations and a list of the State Examination Board for the examinations in the disciplines of the unit;
8. information for lecturers (address, education, professional experience, scientific publications, qualification plan, etc.).

(2) (new, prot. No. 9/28.06.2021) In the Faculties, the Department of Foreign Language Education and the Branch, the documents under para. 1 shall be duplicated on paper and shall be archived.

**Art. 26.** (repealed, prot. No. 9/28.06.2021)

## Section ІV

**Classes**

**Art. 27.** The classes are organised and conducted in accordance with the educational documentation.

**Art. 28.** (1) Within the framework of the approved curricula, VFU provides each student with the opportunity to choose elective and optional courses.

1. (amend. and suppl., prot. No. 9/28.06.2021; amend., prot. No. 5/23.02.2024) The academic advisors of the specialities organise the preparation of a list by the student group with the desire to study the respective elective and/or optional discipline. The list shall be submitted to the secretary of the department/ branch leading the speciality by the end of February preceding the year in which the given subject will be studied.
2. (suppl. , prot. No. 9/28.06.2021) The head of the department leading the speciality/the director of the Branch decides on the distribution of the students in groups.
3. Training in the discipline is conducted if not less than 15 students are selected. Training can also be conducted in a smaller group with the permission of the Deputy Rector for Education.

**Art. 29**. (amend., prot. No. 9/28.06.2021) The persons under Art. 2, para. 1 or persons authorised by them have the right to attend and check the classes within the scope of their positions.

## Section V

**Examination procedures**

**Art. 30.** (1) The forms for verification and assessment of the knowledge and skills acquired by students are: exams, current control, defense of term papers and projects and other forms of control defined in the curricula.

1. (amend. and suppl., prot. No. 9/28.06.2021) The assessment is carried out according to the six-point system (with words and numbers that are integers) and with alphabetic designations according to the European Credit Accumulation and Transfer System, as follows: excellent (6) - A; very good (5) - B; good (4) - C; average (3) - D, E; fail (2) - FX, F (no credits awarded).
2. (amend. and suppl., prot. No. 9/28.06.2021) The lecturers of the disciplines are obliged to adhere to the requirements of the curricula regarding the assessment and to provide the students at the beginning of the classes with all information about its forms, regulation and criteria in the form of oral and written instructions. The published forms, criteria and evaluation regulations cannot be changed after their announcement for the respective semester.
3. The current control aims at systematic verification of the acquired knowledge and practical skills. The forms, periodicity and topics of the current control are determined in the curricula.
4. The final grade in a given discipline is formed by the grade from the current control and/or the exam. The forms for verification and assessment of knowledge and skills are written, except where the specifics of the academic subject require otherwise.
5. (amend. and suppl., prot. No. 9/28.06.2021) The written materials and results of the knowledge and skills tests through which the final assessment of the student is formed shall be kept by the lecturers for a period of one year from their conduct. For exams in an electronic environment, the exam materials and results are stored in an electronic archive @ vfu.bg for not less than 5 years.

**Art. 31.** (1) (suppl., prot. No. 9/28.06.2021) When, according to the curriculum, the academic discipline ends with a current assessment, the lecturer announces the assessments of the students up to one week before the correctional session and enters them in the examination protocol and in the student books.

1. (amend., prot. No. 9/28.06.2021) The lecturer shall make the final assessments in the Main book when it is on paper, no later than 7 working days after the announcement of the current assessments.
2. (suppl., prot. No. 9/28.06.2021) A student with poor grades in an academic discipline, ending with a current grade, has the status of an unsuccessfully taken an exam. The same may appear in correctional and subsequent sessions.

**Art. 32.** (1) The examination sessions for all specialities are regular, remedial and liquidation.

(2) (amend., prot. No. 9/28.06.2021) In each academic discipline, the student may be exempted from an examination at the discretion of the lecturer, based on the implementation of the forms of auditory and extracurricular work load provided for in the curriculum. The exemption is with an ongoing assessment, which is considered a semester assessment and is formed in the last week of the semester. If the student wishes, he/she can take an exam.

**Art. 33.** (repealed, prot. 9/28.06.2021)

**Art. 33а.** (new, prot. No. 9/28.06.2021) (1) A student who has simultaneously fulfilled the following two conditions is entitled to sit for a regular examination session in a given discipline:

1. Has paid all semester fees and other obligations to the University up to five days before the exam session.
2. Has fulfilled their obligations under the curriculum, has participated regularly in the educational process and has a positive current assessment of the discipline when the curriculum provides for such. The fulfilment of this condition is determined by the lead lecturer in the discipline and certified by his signature in the student book. The simplified regime for participation in the auditorium and practical classes is used by students studying according to an individual plan, in a distance form of education, when the time difference does not allow for synchronous participation in the classes, and with the disadvantaged students referred to in Art. 70 (2) of the Higher Education Act.

(2) Any student failed an examination who has paid all semester fees and other obligations to the University up to five days before the examination session shall be entitled to attend remedial and subsequent examination sessions in a given discipline. The appearance at a liquidation and subsequent examination session in a given discipline requires an individual examination protocol. For the issuance of the protocol, the student shall pay a fee determined by order of the President of VFU.

(3) Students are entitled to a one-time attendance at a regular and remedial session in each discipline, which are considered paid with the payment of the semester fee.

**Art. 34.** (1) (suppl., prot. No. 9/28.06.2021) The exams in all forms of education are conducted according to a previously announced schedule for a regular, remedial and liquidation examination session prepared by the Planning Division at the proposal of the education units.

1. (suppl., prot. No. 9/28.06.2021) When preparing the schedule for the semester exams, the proposals of the students and the work load of the lecturers are taken into account. In case of failure to submit proposals up to three weeks before the exam session, the dates for the exams are appointed ex officio by the Planning Division. The schedule for the regular, remedial and liquidation examination session shall be announced on the website of VFU before the end of the classes, but not later than two weeks before the beginning of the examination session. The schedule reflects the exam session, the name of the discipline, the examining lecturer, the time and the auditorium for conducting the exam. For each discipline, this and additional information about the exams is also made available to the students through its disclosure by the lecturers in the course of the discipline at Classroom @vfu.bg and in the calendar of the discipline.
2. (suppl., prot. No. 9/28.06.2021) Examination according to the announced schedule is also allowed for students with individual examination protocols (for liquidation and equivalence examinations for discontinued students, conditionally enrolled and transferred from one speciality/form of study to another and from another higher school, permanent session, to raise a grade).
3. (suppl., prot. No. 9/28.06.2021) Taking an exam beyond the date specified in the examination schedule shall be allowed on the basis of an application by the student to the Front Office for the issuance of an individual examination protocol in the presence of valid reasons and the consent of the lecturer.
4. (amend. and suppl., prot. No. 9/28.06.2021) An examination for raising grades is allowed on the basis of an application to the Dean of the Faculty/ Director of the Branch, submitted within 7 days after the results of the examination are announced. The student pays an exam fee according to an order of the President of VFU Chernorizets Hrabar.
5. (suppl., prot. No. 9/28.06.2021) Upon transfer of a student from one speciality to another or from another higher school, the appearance at equivalence exams under an individual equivalence plan shall be paid in accordance with the decision of the specialised commission.
6. (suppl., prot. No. 9/28.06.2021) An additional session, outside the approved schedule for the three examination sessions under Art. 32, para. 1, may be determined by a decision of the Rector, who shall determine the order, conditions and duration.

**Art. 35.** (1) (amend., and suppl., prot. No. 9/28.06.2021) The exams are conducted by the lecturer(s) who conducted the lectures in the respective discipline. The lecturer(s) who led the seminars also attends the exams. They assist in the organisation and conduct of the exam.

1. (amend. and suppl., prot. No. 9/28.06.2021) In the event of an objective impossibility for the exam to be conducted by the head of the education unit, he/she shall assign the exam to a lecturer in the same or related discipline, notifying the Dean of the Faculty in writing about the change.
2. (amend. and suppl., prot. No. 9/28.06.2021) Students are tested if they are entitled to sit for the exam pursuant to Art. 33 and Art. 34 of this Ordinance and present a student book and/or identity document with a photographic image to prove their identity. In examinations conducted through electronic platforms, identification is carried out in accordance with Instruction No. 6 on the rules for remote conduct of examination procedures.
3. (amend. and suppl., prot. No. 9/28.06.2021) If the student does not take the exam on the date specified in the exam schedule and protocol, the exam is considered not passed. The next exam is in the established order.
4. In accordance with the requirements of the Personal Data Protection Act, assessments are communicated in person to the student by the lecturer or assistant in the relevant discipline.
5. If the results of the exam are not received on the day of the exam, the lecturer is obliged to inform the students about the manner and time limit for receiving the information.
6. (amend. and suppl., prot. No. 9/28.06.2021) The student has the right to request and receive from the examiner information about the reasons for the assessment received within three days from the announcement of the assessment from the examination procedure.
7. (new, prot. No. 9/28.06.2021) The student shall be entitled, within three days of the announcement of the assessment by the examiner, to ask the examiner to review it. Within three days of the request, he/she shall inform the student of his decision. Communication between the parties is done by emails @vfu.bg and is stored by the lecturer within one year.
8. (new, prot. No. 9/28.06.2021) If the student is not satisfied with the decision of the examiner under the previous paragraph, he/she shall be entitled within three days of the decision to submit an application to challenge the assessment to the Dean of the respective Faculty / Director of the Branch. At the proposal of the Head of the educational unit, the Dean / Director of the Branch appoints a committee to review the exam materials or conduct a new exam if the exam was oral, or violations in the examination procedure are found. The lecturer who conducted the exam does not participate in this Commission. The assessment of the Commission is final and cannot be disputed.

**Art. 36.** Upon submission of an application by students with proven valid reasons, the Dean of the Faculty and the Director of the Branch shall have the right to authorise the liquidation session not to be paid by the students who have not appeared on a regular and/or remedial session.

**Art. 37.** (1) (amend., and suppl., prot. No. 9/28.06.2021) The results of the exam shall be reflected in the exam protocol, the student book and the Main book when it is on paper.

(2) (repealed, prot. No. 9/28.06.2021)

(3) (repealed, prot. No. 9/28.06.2021)

(4) (repealed, prot. No. 9/28.06.2021)

(5) (new, prot. No. 9/28.06.2021) The deadline for completing the examination protocol is five working days after the completion of the examination.

(6) (new, prot. No. 9/28.06.2021) Within seven days after the completion of the exam, the grades shall be applied by the lecturer who conducted the exam (the chairperson of the examination committee) in the main books, when they are on paper.

(7) In case of discrepancies between the different reflections, this shall be taken into account in the test protocol.

(8) (new, prot. No. 9/28.06.2021) In the event of the objective impossibility of the examiner to fulfil his/her obligation, the application of examinations shall be made ex officio, in an order determined by the head of the main unit leading the education in the speciality or the director of the branch.

**Art. 38.** (amend. and suppl., prot. No. 9/28.06.2021)(1) The organisation and responsibility for conducting the exams is of the examining lecturer, and the control is carried out by the Head of the unit conducting the education in the respective discipline and by the Dean.

(2) After the end of the academic year, the boards of the education units make an analysis of the exam results and take measures to improve student performance.

**Art. 39.** (amend. and suppl., prot. No. 9/28.06.2021)(1) The Head of the unit organising the academic speciality or a lecturer authorised by him/her prepares syllabi and schedules for the academic practice, pre-graduate internships and other internships of the students in accordance with the curriculum. They are approved by the Departmental Council/Branch Council.

(2) (suppl., prot. No. 9/28.06.2021) The methodological guidance of the educational practice and pre-graduate internship shall be carried out by the lecturer appointed as a programme coordinator by the Departmental council/the Council of the Branch.

## Section VІ

**Graduation**

**Art. 40.** (1) The education in each speciality for obtaining the respective educational and qualification degree shall end with a state exam or thesis defence, in accordance with the current legislation and the approved curricula for the respective speciality.

1. If the state requirements do not define a specific form for conducting the state exam, it shall be conducted in a test form or on a thematic questionnaire.
2. The questionnaire is accepted by the Faculty in charge of the education and is provided to the graduating students no later than three months before the state exam is conducted on the website of the respective department or in another appropriate way.
3. The conditions for admission of students to the thesis defence are determined by the Faculty Council at the proposal of the departmental councils of the respective departments.
4. (new, prot. No. 9/28.06.2021) Students who wish to develop a thesis and meet the requirements, no later than five months before the defence, submit an application to the Head of Department /Branch Director to determine the topic and the scientific supervisor.
5. (amend. and suppl., prot. No. 9/28.06.2021)The topics and the scientific supervisors of the thesis shall be approved by the departmental council of the leading department/council of the branch no later than four months before the defence. The scientific supervisors of the graduates of the Master's degree may be persons who hold the educational and scientific degree Doctor.
6. The scientific supervisor assists the students scientifically and methodically in the development of the theses and their preparation for defence.
7. Within one month before the defence, the student submits the finished thesis to his/her supervisor for approval.
8. The completion of the thesis is certified by the signature of the scientific supervisor on the title page of the paper copy. A thesis which has not been signed by the scientific supervisor shall not be admissible for defence.
9. (suppl., prot. No. 9/28.06.2021)The approved thesis, together with a declaration of originality, shall be submitted to the Department/Branch in two copies – one on paper and one on electronic media.
10. (amend. and suppl., prot. No. 9/28.06.2021)The Departmental Council of the department in charge/the Council of the Branch approves the reviewers of the thesis. Reviewers of thesis in the Master's Degree can be persons who hold the educational and scientific degree Doctor.
11. Reviews of the thesis with a proposal for admission/non-admission to defence shall be provided to the graduates no later than three days before the defence.

**Art. 41.** The acquisition of the number of credits determined by the curriculum is a mandatory condition for:

1. successful completion of a certain semester, academic year or the entire education course in the respective educational and qualification degree;
2. admission to the defence of a thesis or to a state examination.

**Art. 42.** (1) Students who have successfully passed all semester exams within one month of the state exam or defence, have fulfilled their other obligations provided for in the curricula, have paid an administrative fee and have applied for admission shall be admitted to thesis defence or state exam.

1. Students have the right to sit for a state examination or make a thesis defence within 5 years of the first session for a state examination or thesis defence of the class with which they should have graduated.
2. In case of proven good reasons, the student has the right to apply to the Dean for postponement of the first session for a state examination or thesis defence for his/her class until the second session for a state examination or thesis defence of his/her class.
3. (amend. and suppl., prot. No. 9/28.06.2021)Students with the right to a survivor's pension and orphan students have the right to submit an application for preservation of student rights until the second session for a state examination or thesis defence if the death of the parent or the occurrence of their right to a survivor's pension has occurred in the year of their semester graduation.
4. (suppl., prot. No. 9/28.06.2021)In the event of non-appearance after admission to а state exam or thesis defence for proven valid reasons, the student, with the permission of the Dean/ Director of the Branch, does not pay a fee when submitting a new application for admission to the state exam or thesis defence.

**Art. 43.** (1) (amend., prot. No. 9/28.06.2021)State exams or thesis defences shall be conducted by an examination committee in accordance with the regulatory requirements for graduation for the respective speciality. External persons may also be included in the committee.

(2) At the proposal of the Dean, the Director of the Branch or the Director of the Department of Foreign Language Education, the Rector shall issue an order appointing examination committees.

**Art. 44.** (1) Each academic year, two sessions for state examination/ thesis defence are determined.

(2) The schedules for the sessions for the state exams and the thesis defences (incl. state exams in foreign languages) shall be adopted by the Faculty Council, the Council of the Branch or the Council of the Department and shall be approved by the Rector until the end of the last semester examination session of the students.

**Art. 45.** The application for admission to a state exam or thesis defence, accompanied by a document for the paid administrative fee, shall be submitted to the Graduation and Certification Office within one month before the announced schedule for conducting a state exam/defence of a thesis. When studying in Master's degree after higher education, the documents shall be submitted through the technical persons, if any.

**Art. 45а.** (new, prot. No. 9/28.06.2021) The grades from the state exams and the thesis defences cannot be appealed.

**Art. 46.** (1) Students who have taken a state exam or defended a thesis may once renounce the assessment received at the time of the announcement by the Commission. This is reflected in the examination report by the chairperson of the examination committee with a "renunciation" note.

(2) The next appearance at a state exam or thesis defence shall be in accordance with the established procedure.

**Art. 47.** (1) In accordance with the requirements of the Personal Data Protection Act, the assessments shall be communicated in person to the student by the Chairperson of the State Examination Board.

1. The results of state exams or thesis defences shall be entered in an examination protocol by the Chairperson of the examination commission. The Protocol shall be signed by all members of the State Examination Board.
2. (amend. and suppl., prot. No. 9/28.06.2021)The grades from the state examinations or the thesis defences shall be entered in the examination protocols and the Main books, when they are on paper, by the Chairperson of the examination commission or a member of the commission authorised by him, and shall be signed by the Chairperson of the commission within three days. After the registration of the assessments, the protocol is submitted for storage in the Archive of VFU Chernorizets Hrabar.

**Art. 48.** (1) A diploma for a degree of higher education completed at VFU – Bachelor or Master, and a European Diploma Addendum shall be issued after the student successfully fulfils all the obligations provided for in the curriculum and successfully passes a state exam (thesis defence).

1. The student acquires a speciality and qualification, and they are noted in the diploma and the diploma addendum if he/she has earned all the required credits for the mandatory and the minimum number of elective courses specified in the qualification characteristic and the curriculum of the speciality.
2. The issuance of documents for completed educational and qualification degree of higher education and other forms of education is carried out by the Graduation and Certification division of the Front Office under the terms and conditions of Instruction No. 1 for the Organisation and Activity of the Front Office and the Ordinance on the State Requirements for the Content of the Main Documents Issued by Higher Education Institutions.
3. In the event of a signed bilateral agreement between VFU Chernorizets Hrabar and a foreign university, a diploma from both higher institutions may be issued. The conditions for the issuance of a double diploma are specified in the bilateral agreement.

## Section VІІ

**Student status**

**Art. 49.** (1) Student status shall be acquired upon enrolment in VFU Chernorizets Hrabar.

(2) (amend., and suppl., prot. No. 9/28.06.2021)The enrolment of students shall be made by order of the Rector until the beginning of one of the two semesters of the academic year.

(3) (new, prot. No. 9/28.06.2021) Student status is given to students from other institutions for higher education who study at VFU on the following grounds:

1. joint international programmes;

2. bilateral agreements or project;

3. incoming European mobility programmes.

(4) (new, prot. No. 9/28.06.2021) Persons without student status may study under the programmes for enrolled for students in accordance with Art. 11, para. 2 of this Ordinance.

**Art. 50.** (1) (amend., and suppl., prot. No. 9/28.06.2021)Students who, after a liquidation examination session, are left with three failed exams, may enrol in an upper year conditionally by taking the exams by the end of the next academic year.

 (suppl., prot. No. 9/28.06.2021; suppl., prot. No. 5/23.02.2024) The Dean of the Faculty in charge /Branch Director may allow conditional enrolment in an upper year with more than three failed exams once during the student’s studies. Conditional passing with more than three exams in the last course of education is not allowed.

1. (repealed, prot. No. 9/28.06.2021)

 **Art. 51.** (1) (suppl., prot. No. 9/28.06.2021; amend., prot. No. 5/23.02.2024) Suspension of student rights for a period of one academic year shall be allowed by the Dean of the Faculty/Director of the Branch.

(2) In case of severe and prolonged illness of the student or other proven valid reasons, the Rector may authorise an education suspension of up to five years.

(3) (amend. and suppl., prot. No. 9/28.06.2021, suppl., prot. No. 5/23.02.2024) Suspension of student rights at the request of the student shall take place on the basis of an application submitted to the Front Office/Branch Office or through the Student Status electronic platform before the beginning of the semester and after the payment of an administrative fee.

(4) (amend. and suppl., prot. No. 9/28.06.2021; amend. and suppl., prot. No. 5/23.02.2024) The education of a student for a period of one academic year is administratively suspended in case of:

1. unpaid semester fee;
2. more than three failed exams after a liquidation session;
3. presence of more than three failed exams at the end of the respective academic year for those conditionally enrolled under Art. 50, para. 1;
4. failure to meet the requirements of the curriculum regarding successfully passed semester exams and acquired credits after the remedial session of the last semester of education.

(5) During the period of interruption, students may sit for the exams they have not passed under para. 4 only with an individual protocol after the payment of an administrative fee.

**Art. 51а.** (new, prot. No. 1/18.09.2020 of AC). (1) (suppl., prot. No. 9/28.06.2021)In the event of more than three failed exams after a liquidation session, the student may re-enrol the academic year on the basis of an application submitted by him/her to the Dean/Director of the Branch and after the payment of the applicable educational and administrative fees.

(2) If the student does not submit an application for re-enrolment of the academic year, his/her student rights shall be interrupted administratively on the grounds of Art. 51, para. 4 of this Ordinance.

(3) Upon re-enrolment of the academic year, the student shall pay the semester study and administrative fees, determined by an order of the President of VFU, for the academic year of re-enrolment.

(4) (suppl., prot. No. 9/28.06.2021) The re-enrolledstudent shall study according to the curriculum of the course in which he/she has re-enrolled. The adjustment of the re-enrolled student's education to the current curriculum for the respective class is done at the Department/Branch in charge.

**Art. 52.** (1) (amend. and suppl., prot. No. 9/28.06.2021; amend. and suppl., prot. No. 5/23.02.2024) Before the expiration of the suspension period under Art. 51, but not later than the beginning of the semester from which he/she should continue his/her studies, the student shall submit an application to the Dean/Director of the Branch for restoration of rights or admission to graduation.

1. (amend. and suppl., prot. No. 9/28.06.2021, suppl., prot. No. 5/23.02.2024) The restoration of the rights of those who have suspended their education under Art. 51, para. 4, items 1, 2 and 3 shall be done after payment of the semester fee and an administrative fee for the preparation of an individual adjustment plan.
2. (amend. and suppl., prot. No. 9/28.06.2021, suppl., prot. No. 5/23.02.2024) The person who has restored his/her student rights under para. 2 shall continue his/her education under the curriculum of the class in which he/she was restored, after recognition of the exams passed before the suspension/removal and the credits awarded for them. The adjustment of the student's education to the current curriculum for the respective class is done in the department.
3. (amend. and suppl., prot. No. 9/28.06.2021; suppl., prot. No. 5/23.02.2024) The person who has restored his/her student rights under para. 2 shall be obliged to pass the exams not taken from the previous periods within the academic year in which he/she has restored his/her rights during the regulated examination sessions. For taking an exam, the provided fee shall be paid. The number of exams taken in higher semesters is subtracted from the number of exams that are paid.
4. (new, prot. No. 9/28.06.2021)For cases where there is no education at the University in the speciality in which the students have been educated, they have the right after restoration of the rights to continue the education in the speciality in the same professional field in fulfilment of the requirements for admission to it.

**Art. 53.** (1) (amend., and suppl., prot. No. 9/28.06.2021)In accordance with the individual curriculum, the following shall be carried out:

1. (repealed, prot. No. 9/28.06.2021)
2. (amend. and suppl., prot. No. 9/28.06.2021)In cases where it is necessary to carry out the education within a different period and/or distribution of the disciplines by semester.
3. (repealed, prot. No. 9/28.06.2021)
4. (amend. and suppl., prot. No. 9/28.06.2021)The education of the students under para. 1 shall be authorised by the Head of the Department leading the speciality/the Director of the Branch, upon application by the student not later than 30 days before the beginning of the academic year.
5. (repealed, prot. 9/28.06.2021)

**Art. 54.** (amend. and suppl., prot. No. 9/28.06.2021; amend. and suppl.; prot. No. 5/23.02.2024) An individual curriculum for a student under Art. 14 and Art. 53, para. 1, item 2 shall be prepared and discussed in the Department/Branch, and shall be adopted by the respective Faculty Council or the Council of the Branch before the beginning of the academic year. The same is equal to the curriculum for the respective form of education in terms of the content of the curriculum, the required number of credits for the respective speciality, the diploma of acquired educational and qualification degree and professional qualification.

1. (repealed, prot. No. 5/23.02.2024)
2. The student pays a semester fee for the respective semester of education according to his/her individual plan.
3. (amend. and suppl., prot. No. 9/28.06.2021) The Secretary of the Department/ Branch shall provide the individual curriculum within 10 days from the beginning of the school year for the application of the disciplines by an inspector from the Students division in the main books, when they are on paper, and the electronic database.

**Art. 55.** (1) A permanent session shall be allowed for the respective semester by the head of the department leading the speciality of students with severe diseases, disabled people, mothers with children up to 6 years of age, when participating in student brigades, etc.

1. The student submits an application to the Front Office, accompanied by documents certifying the need for a permanent session.
2. A permanent session is allowed, provided that the semester fee for the current semester has been paid.

**Art. 56.** (amend. and suppl., prot. No. 9/28.06.2021) The transfer of students, from one speciality to another, from one form of education to another is allowed before the beginning of the semester. Applications shall be submitted no later than 15 days before the beginning of the respective semester through the Dean of the Faculty or the Director of the Branch to the Rector.

**Art. 57.** (1) (repealed, prot. No. 5/23.02.2024)

(2) (amend., prot. No. 5/23.02.2024) Transfer of students to another higher school is allowed after payment of a penalty, in connection with the early termination of the educational process, in the amount determined by order of the President of VFU, in accordance with Ordinance No. 5 on the Financial Management of VFU Chernorizets Hrabar.

(3) (repealed, prot. 9/28.06.2021)

(3а) (repealed, prot. No. 5/23.02.2024)

**Art. 58.** (1) (amend. and suppl., prot. No. 9/28.06.2021) Students continuing their education abroad under international projects and mobility programmes or under a contract with a partner university shall retain their student status by transferring to an individual form of education without the obligation to attend the classes for the period of mobility.

1. Disciplines studied by students abroad are recognized by the specialised committee of the relevant unit, according to the requirements of ECTS. Disciplines that are not recognized or studied according to the current curriculum must be taken after returning as equivalents (if necessary and through an individual curriculum).
2. The students under para. 1 continue their education in a higher course upon successful fulfilment of the obligations under the curriculum for the respective year.

**Art. 59.** Student status is lost after deregistration or suspension for a certain period of time by order of the Rector.

**Art. 60.** (1) (suppl., prot. No. 5/23.02.2024) The student is deregistered in case of:

1. completed course of education;
2. leaving or moving.
3. (new, prot. No. 5/23.02.2024) an unsubmitted application for restoration and continuation of education or admission to graduation after the expiration of the period of suspension under Art. 51, para. 4 or removal under Art. 61, under the conditions of Art. 52;
4. (new, prot. No. 5/23.02.2024) in case he has not graduated within the term of Art. 63, para. 1 and para. 2.

(2) Upon deregistration, the student shall submit a bypass sheet certified by the relevant employees, certifying that:

1. (amend., prot. No. 9/28.06.2021) does not owe library materials to the University Library;
2. (amend., prot. No. 9/28.06.2021) has no obligations to the dormitory.
3. (new, prot. No. 1/18.09.2020 of AC). (repealed, prot. No. 9/28.06.2021)

(3) (new, prot. No. 5/23.02.2024) Reapplication, enrolment, adjustment to an active class of the speciality and graduation in the established order are required to continue the education after deregistration.

**Art. 61.** (1) The student shall be removed from VFU for a specified period of time by order of the Rector on the basis of a report of the Dean or the Director of the Branch in case of:

1. submission of false data on the basis of which he was admitted to the University – for a period of 5 years;
2. systematic non-fulfilment of the obligations under the curriculum or the regulations of the University – for a period of 1 year;
3. violation of the internal rules of the University, unlawful actions and behaviour on the territory of the University and the dormitories – for a period of 1 year;
4. offering a bribe, making threats and other actions that undermine the honour and dignity and/or endanger the life and health of a lecturer or employee – for a period of 5 years;
5. cheating and prompting at exams or falsifying documents concerning his student status – certificates, student's license, ID card, individual protocol, invoice, etc., or carrying out document fraud with them – for a period of 5 years.
6. for the term of imprisonment for a committed intentional crime, the execution of which has not been postponed. The student is not removed if the place and regime of serving the imprisonment sentence allows for the possibility of part-time or distance education.
7. (amend. and suppl., prot. No. 9/28.06.2021) After the expiration of the suspension period, the student shall submit a written application to the Rector for the restoration of his/her student rights and continuation of education. The application shall be accompanied by documents certifying the existence of a basis for restoration.
8. (amend. and suppl., prot. No. 9/28.06.2021) The restoration of the rights of the students suspended under this order shall be done by order of the Rector under the terms and conditions of Art. 52, para. 2 to 5.
9. (repealed, prot. No. 9/28.06.2021)
10. (repealed, prot. No. 9/28.06.2021)
11. (repealed, prot. No. 9/28.06.2021)

**Art. 62.** (repealed, prot. No. 9/28.06.2021**)**

**Art. 63.** (1) (suppl., prot. No. 9/28.06.2021; amend. and suppl.; prot. No. 5/23.02.2024) The students retain their student rights until the first scheduled session for a state exam or thesis defence, after which they are written off with the right to take a state exam in the established order within five years from the first session for a state exam or thesis defence of the class in which they should have graduated.

1. (suppl., prot. No. 9/28.06.2021; amend. and suppl.; prot. No. 5/23.02.2024) A student who has received permission from the Dean/Director of the Branch to postpone the first session for a state examination or thesis defence for proven valid reasons, shall be deregistered with the right to take a state examination in the established order within five years after the second session for a state examination or thesis defence of the class.
2. (repealed, prot. No. 5/23.02.2024)
3. (repealed, prot. No. 5/23.02.2024)

**Art. 63а.** (repealed, prot. No. 5/23.02.2024)

## Section VIII

**Recognition of credits and periods of education and education in second and new speciality**

**Art. 64.** The organisation of student mobility and the recognition of periods of education shall be carried out in accordance with the *Ordinance on the Implementation of the System for Accumulation and Transfer of Credits*.

**Art. 65.** (amend. and suppl., prot. No. 9/28.06.2021)The education units and the specialised committees for recognition of credits carry out the educational and methodological activity related to the recognition of periods of education in Bulgaria and abroad, when applying, moving, re-enrolling and restoring students, as well as in procedures for recognition of credits to students, according to the requirements of ECTS.

**Art. 66.** (1) (amend., and suppl., prot. No. 9/28.06.2021)Students who have been admitted and enrolled in accordance with the established procedure in a higher education institution from a Member State of the European Union or a State party to the Agreement on the European Economic Area shall be transferred to VFU only on the basis of a certificate of acquired student quality issued by the competent authority of the higher education institution from which they are moving. The recognition of higher education and completed periods of study in foreign higher schools is governed by *Instruction No. 7*.

1. (amend. and suppl., prot. No. 9/28.06.2021)Students from other higher schools continuing their studies at VFU are entitled to recognition of credits, exams and periods of education. The recognition is carried out by the specialised committees to the Main units and the Branch. Provided that the number of recognized credits is less than the required for enrolment in the respective semester, the deficient credits shall be paid according to an order of the President of VFU and the student shall be entitled to attend a regular and remedial session without paying a fee for the issuance of an individual protocol.
2. The credits thus acquired may not exceed 75% of the total number of credits required to complete the speciality. In case of non-recognition of credits, students may sit for equivalence exams according to an individual equivalence plan.
3. (repealed, prot. No. 9/28.06.2021)
4. (amend. and suppl., prot. No. 9/28.06.2021)Upon restoration of student rights and transfer from one speciality to another from the same educational and qualification degree of VFU, students have the right to recognition of the acquired credits and of the exams passed.
5. (amend. and suppl., prot. No. 9/28.06.2021)The recognition of the credits and of the exams under para. 5 shall be carried out by the specialised commissions to the Main units and the Branch on the basis of a report prepared by the Front Office for the exams passed by the student and by the order determined by the Deans and the Director of the Branch.

**Art. 67.** (suppl., prot. No. 9/28.06.2021)VFU maintains documentation for the award and recognition of educational credits reflecting the course of education of each student. The decisions of the specialised committees are prepared according to a common form (Annex 1).

**Art. 68** (1) (amend., and suppl., prot. No. 9/28.06.2021)The order and terms for recognition of credits and exams at another higher school are as follows:

1. (new, prot. No. 9/28.06.2021; amend. and suppl.; prot. No. 5/23.02.2024) By the beginning of each semester, persons seeking recognition shall submit in person or through an authorised person an application form, to which they shall submit an original of an academic transcript or other similar document for passed examinations at a foreign higher education institution. The documents shall be submitted in the Students division if the applicant has student rights or was a student at VFU, or in the Educational Marketing and Admission division if he/she is a candidate student who has acquired credits at another higher school. In the Branch, the required documents shall be submitted to the Office of the Branch.
2. (new, prot. No. 9/28.06.2021; amend., prot. No. 5/23.02.2024) Sending a request for authenticity of the documents under item 1 and providing a copy of the eligible documents to the Dean of the Faculty/Branch Director: within three days of acceptance of the documents.
3. (new, prot. No. 9/28.06.2021) Referral of the documents from the Dean of the Faculty/Director of the Branch to the relevant specialised commission: on the next working day.
4. (new, prot. No. 9/28.06.2021)Preparation and filing in the office of the respective faculty / branch of the decision of the specialised commission in the approved electronic form: five business days.
5. (new, prot. No. 9/28.06.2021)Assignment by the Dean of the Faculty / Director of the Branch of the preparation of the individual plan of the unit leading the education in the speciality: one business day.
6. (new, prot. No. 9/28.06.2021; amend., prot. No. 5/23.02.2024) Preparation of individual equivalence plans: five business days.
7. (new, prot. No. 9/28.06.2021; suppl., prot. No. 5/23.02.2024) Provision by the Secretary of the Department of copies of the recognition documentation and the individual equivalence plans of the Front Office: one business day after the issuance of an assignment order.
8. (new, prot. No. 9/28.06.2021) Official application of the disciplines, credits and assessments for applicants with student rights by an inspector from the Students division/the secretary of the branch: four business days.
9. (new, prot. No. 9/28.06.2021; suppl., prot. No. 5/23.02.2024) Credits and assessments recognized in the framework of application and relocation procedures at VFU Chernorizets Hrabar shall be applied for ex officio by an inspector from the Students division (the secretary of the branch): up to four working days after entering the enrolment order and the student's individual plan in the division.
10. (amend. and suppl., prot. No. 9/28.06.2021) Credits and grades in subjects obtained at the same or higher level than specified in the respective curriculum and curriculum of VFU Chernorizets Hrabar arerecognized.
11. (amend. and suppl., prot. No. 9/28.06.2021) Credits and grades in subjects taught by persons with academic qualifications not lower than those provided for in NEDI and in the requirements of the Standards for development, acceptance, approval and updating of educational documentation for Bachelor's and Master's degree at VFU Chernorizets Hrabar are recognized.
12. (amend. and suppl., prot. No. 9/28.06.2021) Credits and grades in academic disciplines are recognized if the study hours and credits of the disciplines are not less than 80% of those provided for in the curriculum of the given speciality at VFU Chernorizets Hrabar. In the case of regulated specialities, 100% compliance with NEDI by speciality is required and reduction is not permissible.
13. (amend. and suppl., prot. No. 9/28.06.2021)In the recognition of credits and examinations, the number of credits awarded is equal to the number of credits in the recognized study discipline from the curriculum of the speciality of VFU Chernorizets Hrabar.
14. (new, prot. No. 6/28.02.2020 of the Academic Council) Credits and grades in subjects that lead to similar education results and contribute to the professional, personal and social development of the student are recognized for the mandatory and elective subjects from the curricula of the specialities at VFU, provided that these subjects have been awarded credits and successfully passed exams.
15. (new, prot. No. 6/28.02.2020 of the Academic Council) Credits and grades can also be recognized for elective courses in academic records other than those in the curricula of the specialities at VFU, but which are in the professional field of the speciality.
16. (new, prot. No. 6/28.02.2020 of the Academic Council) Subjects that have been successfully passed at another university and are not recognized as mandatory or elective in the respective speciality of VFU are recorded in the student's account as optional subjects with their respective credits and grades.
17. (new, prot. No. 6/28.02.2020 of the AC) (amend. and suppl.)Subjects from the curriculum of the speciality at VFU, for which no relevant subjects can be recognized by those studied at the other university, shall be taken at VFU as equivalents by 30 September of the respective academic year.
18. (new, prot. No. 6/28.02.2020 of the Academic Council) In cases where the acquired credits for educational mobility are not sufficient to cover the minimum required number of credits under the curriculum of the speciality at VFU for the respective mobility period, students are given the opportunity to take a regular and remedial exam by the end of the semester following the end of the mobility.

**Art. 69.** (1) (amend., prot. № 9/28.06.2021 г.)If a student has acquired knowledge and skills in the system of continuing education, related credits may be awarded after successful evaluation of these results by the relevant specialised committee (amend. and suppl.).

1. (amend. and suppl., prot. No. 9/28.06.2021) The order and terms of the procedure for awarding credits and assessment of acquired knowledge and skills in the system of continuous education shall comply with those specified in Art. 68, para. 1. The Secretaries of the Departments submit information in the Planning division for the preparation of a schedule of the certification session and send to the applicants by email the exam programmes and instructions for conducting the exams within ten working days after the decision of the specialised committee, and the specialised committees conduct the exams not earlier than 15 and not later than 30 days from the preparation of the schedule and the sending of the exam programmes.
2. (repealed, prot. No. 9/28.06.2021)
3. (repealed, prot. No. 9/28.06.2021)

**Art. 69а.** (new, prot. No. 9/28.06.2021) (1) When submitting an application for recognition and/or award of credits, the applicant shall sign a Declaration of consent for verification of the authenticity of the attached documents and assumption of responsibility for non-compliance.

 (2) The Front Office/Office of the Branch shall verify the authenticity of the attached documents for recognition and award of educational credits by means of a written request to the issuing institutions.

 (3) The inspection file, as well as all documentation on the recognition and award of educational credits, shall be kept in the personal (student) file of the applicant.

**Art. 69b.** (new, prot. No. 9/28.06.2021) (1) The following are recognized as periods of education: academic semester, upon recognition and/or award of 30 credits, and academic year, upon recognition and/or award of 60 credits.

(2) The required number of credits may be different if a larger number of credits is provided for in the curriculum of the speciality.

(3) According to the recognised periods of education, the student shall be enrolled in the respective semester of education according to the curriculum, and the sum of the credits under the individual adjustment plan shall not be more than half of the credits for the previous semester. The sum of the recognized and remaining periods of education may not be less than the minimum periods of education required by the regulations.

**Art. 70.** (1) Students from VFU have the right to acquire a second speciality within their curriculum or to study in a new speciality according to a separate curriculum.

1. Those wishing to study in a second or new speciality must meet the conditions of the admission of the current year required for the speciality. If necessary, students may take entrance exams or other forms provided for in the admission.

 **Art. 70а.** (new, prot. No. 9/28.06.2021) (1) The education in the second speciality is carried out in the Bachelor's degree course according to the curriculum of the first speciality and in the same form of education.

(2) Students wishing to study in a second speciality should submit an application to the Head of the Department/Branch Director leading the first speciality no later than the end of the fourth semester of their education in the first speciality.

(3) The education of students in the second speciality shall be allowed after a positive opinion of the Head of the education unit leading the second speciality, if the curriculum in the first allows them to study the mandatory and the determined minimum number of compulsory elective courses for acquiring the second speciality as elective and optional.

(4) The student shall not have the right to renounce the education in the first speciality and to continue his/her education only in the second speciality.

(5) Students who have been allowed to study in a second speciality shall be deprived of this opportunity if they interrupt their studies in the first speciality or are removed from it. Interruption in the second speciality does not lead to interruption of education in the first speciality. For the period of interruption, the student has the right to appear at the unassigned examinations within the prescribed deadlines.

(6) Students who have graduated in the main speciality, have successfully passed all mandatory and mandatory elective courses in the second speciality and have fulfilled the other requirements for graduation from the qualification characteristic of the second speciality are admitted to state exams or the defence of a thesis in the second speciality.

(7) When the student is simultaneously educated in two specialities in two different faculties, the faculty to which the first speciality belongs shall be considered as the main and leading of his/her education.

(8) For his/her education in the second speciality, the student shall pay additionally:

1. the difference in semester tuition fees, if the fee for the second speciality is higher;

2. fee for taking a state exam or for defending a thesis in the second speciality.

**Art. 71.** (1) (amend. and suppl., prot. No. 9/28.06.2021) When education in a new speciality is carried out by the same unit, it is authorised by the dean / director of the branch, and in case of education in different units – by the rector.

(2) (amend. and suppl., prot. No. 9/28.06.2021) Students who study in a new speciality shall benefit from a reduction in the semester fee, which shall be determined by a decision of the Board of Directors of the new speciality leading unit.

1. The education in a new speciality should be in part-time or distance form if the first form of education is full-time.
2. Students studying in a new speciality are given a new student ID number and a new student book is issued, noting that the education is in a new speciality.
3. (amend., prot. No. 9/28.06.2021) The head of the leading unit of the new speciality designates a lecturer to be the head of the student and to advise him/her in the event of education difficulties.
4. The education in the new speciality is conducted according to an individual plan, which includes all study disciplines and forms of control from the curriculum of the speciality.
5. The individual plan is developed by the unit leading the education in the new speciality, accepted by the Faculty Council/Branch Council and approved by the Dean of the Faculty /Branch Director.
6. (amend. and suppl., prot. No. 9/28.06.2021) The exams passed and the credits acquired in the first speciality are recognized in the new one by the relevant specialised commission on the basis of a report prepared by the Front Office for the exams passed by the student and by the order determined by the Dean/Director of the branch.
7. The removal of the student from the first speciality leads to his removal from the new one. The removal of the student from the new speciality does not lead to a change in his/her status as a student in the first speciality.

**Art. 72.** (1) The completed second speciality shall be entered in the mandatory requisites of the diploma for the completed educational and qualification degree for the first speciality and the addendum to it, according to Art. 4, para. 1, item 3f of the Ordinance on the State Requirements for the Content of the Main Documents Issued by the Higher Education Institutions.

(2) Graduates of a new speciality of the respective educational and qualification degree during their studies in the first speciality shall also be issued a new higher education diploma, according to Art. 6 of the Ordinance on the State Requirements for the Content of the Main Documents Issued by the Higher Education Institutions.

**Art. 73.** Students who wish may acquire the professional qualification "lecturer" in accordance with the legal requirements.

**Chapter Five**

**RIGHTS AND OBLIGATIONS OF THE STUDENTS AND LECTURERS**

**Section І**

**Rights and Obligations of the Students**

**Art. 74.** (1) In addition to the rights established in the Constitution and the laws, every student of VFU shall have the right:

1. to obtain education and professional qualification in accordance with the curriculum and state requirements and following the state-of-the-art achievements in the relevant scientific field;
2. to study all the subjects provided in the respective speciality;
3. to choose among the elective and optional subjects offered in the respective speciality;
4. to receive assistance from lecturers in the relevant disciplines for the acquisition of scientific knowledge;
5. to use the material and information base of the University for his/her education;
6. to participate in scientific research according to the level of his/her scientific education;
7. (suppl., prot. No. 9/28.06.2021) to express opinion on the quality of the teaching process, technological support and administrative services in accordance with the procedures established at the University;
8. to elect and be elected in the governing bodies of the University and its structural units;
9. (new, prot. No. 9/28.06.2021) to receive information through the established official communication channels from the responsible persons on all issues directly related to their education, including through electronic access to the Student / Doctoral Guide;
10. (new, prot. No. 9/28.06.2021) to use the following free services and materials in the course of his education:

1. the right to use the library of VFU;

2. access to the Internet in the University's building and the internal regulations concerning them;

3. student e-mail @vfu.bg;

4. not less than 50 percent of the main information sources to each curriculum of the compulsory subjects in the curriculum through or in the university distance education platform (for students in distance education).

(2) (amend. and suppl., prot. No. 9/28.06.2021) All students have equal rights. When studying at VFU, privileges and restrictions related to race, ethnicity, nationality, gender, social origin, political views and religion are not allowed.

(3) (suppl., prot. No. 9/28.06.2021) The student has the right to protection of his/her rights in accordance with the procedure established by the law and this Ordinance.

**Art. 74а.** (new, prot. No. 9/28.06.2021 (1) Each student may appeal the actions or inaction of the administration and individual members of the scientific and teaching staff and the decisions of the bodies competent to perform the respective administrative service when they believe that their rights have been violated as provided in the current legislation and internal regulations of VFU.

(2) Each student may file a report for non-performance or improper performance of official duties by employees of the University. The reports shall be submitted and reviewed in accordance with the terms and conditions for complaints.

(3) Complaints regarding the assessment under individual subjects from the curriculum shall be submitted and decided in accordance with Art. 35, para. 8 and para. 9 of this Ordinance. The grades from the state exams and thesis defences of the cannot be appealed.

(4) Anonymous complaints and complaints related to personal disputes shall not be considered.

**Art. 74b.** (new, prot. No. 9/28.06.2021 (1) The complaint shall be submitted no later than 7 days from the occurrence of the occasion/reason, in writing, through the Head of the unit whose actions are being appealed, to the Rector of VFU and shall be kept in a log.

(2) The complaint should contain:

1. Authority to which the complaint is submitted;

2. Name, faculty number, speciality and form of education of the sender;

3. Permanent or current address and e-mail;

4. Phone number for contact;

5. Indication of the act or action being appealed;

6. What constitutes the complaint;

7. What constitutes the claim;

8. Attachments – documents related to the case, proving the claims of the complainant;

9. Applicant's signature;

10. A written power of attorney when the complaint is submitted by a proxy.

(3) The complaint shall be left motionless and together with the attachments shall be returned to the sender when:

1. does not meet the requirements under the previous paragraph and Art. 74a, para. 3 and para. 4;

2. the deadline under Art. 74b, para. 1 has not been observed.

**Art. 74c.** (new, prot. No. 9/28.06.2021) (1) The Head of the unit whose actions or decisions are appealed may satisfy the appeal. In this case, it shall not be forwarded to the Rector. Otherwise, it shall prepare an opinion on the complaint and within 7 days of its receipt it shall forward it together with the entire file on the case to the Rector.

(2) The Rector shall rule within 7 days on the complaint or submit it for consideration to a commission established by his order.

(3) The Commission shall issue a reasoned opinion no later than 14 days after the submission of the complaint by the Rector for consideration.

(4) After the ruling on the complaint, the rapporteur shall prepare the minutes, which shall be signed by the members of the commission with the proposal for a decision within three days of the meeting and shall send it together with the entire file to the Rector.

(5) The Rector shall issue a reasoned decision within 7 days.

(6) The decision shall be announced in accordance with Art. 61 of the Code of Administrative Procedure (CAP).

(7) The decision under para. 6 is subject to appeal under CAP.

**Art. 74d.** (new, prot. No. 9/28.06.2021) The complaint proceedings shall be terminated if the following grounds exist:

* + - 1. there are insufficient grounds and confirmatory materials, as well as in case of impossibility to establish the circumstances related to the submitted complaint;
			2. withdrawal of the complaint by the complainant;
			3. performing the action or providing the service - subject of the complaint;
			4. termination of the complainant's student status;
			5. termination of the employment relations with the person against whom the complaint is directed.

**Art. 75.** Every student at the University shall be obliged to:

1. attend regularly and actively participate in the compulsory classes according to the curricula; (and in accordance with the requirements of the form of education)
2. (suppl., prot. No. 9/28.06.2021) to prepare thoroughly, to take his/her exams within the set deadlines and to fulfil his/her other obligations according to the curriculum;
3. to observe the established rules of conduct and internal order at the University;
4. to treat with respect the lecturers, the administrative management, the workers and employees of the service staff and the other students;
5. to contribute with his/her preparation and civic behaviour to the preservation of the good name and to raising the prestige and scientific authority of VFU Chernorizets Hrabar;
6. to comply with the requirements of the Code of Ethics for Academic Integrity;
7. (new, prot. No. 9/28.06.2021) to respect intellectual property rights and to be responsible for plagiarism, cheating, prompting and other academic fraud;
8. (new, prot. No. 9/28.06.2021) not to conduct political and religious activities at the University;
9. (new, prot. No. 9/28.06.2021) to present the problems that have arisen for resolution to the leadership of the respective unit or the University;
10. (new, prot. No. 9/28.06.2021) to comply with the established procedures and rules, to provide correct information and not to intentionally discredit the University or its employees when submitting complaints and signals;
11. (new, prot. No. 9/28.06.2021) to provide correct information regarding his/her student status;
12. (new, prot. No. 9/28.06.2021) to pay the due student fees in due time;
13. (new, prot. No. 9/28.06.2021) to declare each semester the circumstances related to the availability of income for health insurance;
14. to fulfil the other obligations set out in the law and the internal rules of the University.

**Art. 75а.** The students, doctoral students and disadvantaged persons referred to in Art. 70, para. 2 of the Higher Education Act have the right to a relaxed regime of attendance at classes and a schedule for semester exams, authorised by the Dean of the Faculty/Director of the Branch, after submitting a written application by the student, accompanied by documents verifying the grounds for using the relief.

**Section ІІ**

**Rights and Obligations of the Lecturers**

**Art. 76.** The educational activity is carried out by lecturers of VFU, occupying the respective academic or teaching position in accordance with the Law on the Development of Academic Staff and in accordance with the normative acts of VFU.

**Art. 77.** The Lecturer has the right:

1. to develop and teach the educational content of the respective discipline freely, taking into account the requirements of the curriculum, the development of world science and the needs of practice;
2. to conduct, in accordance with its interests, scientific research and publish the results to support and serve the education;
3. to use the material and scientific-information base of the University for research and teaching activities and development;
4. to participate in specialisations and take creative leave.

**Art. 78.** (1) The lecturer shall be obliged:

1. in good faith and professionally to perform his/her teaching duties in accordance with the modern requirements for the quality of the educational process, the implementation of modern technologies and active education methods, the application of ECTS and the university Quality Management System;
2. to observe the academic and work discipline, the requirements of the approved educational documentation and the intra-university regulations;
3. to observe the requirements of the Code of Ethics for Academic Integrity and official confidentiality;
4. to take an active part in academic university events, this commitment being part of his/her extracurricular work load.

(2) The lecturer - titular of the respective discipline shall be obliged:

1. (suppl., prot. No. 9/28.06.2021) to prepare and maintain an up-to-date curriculum for the discipline in which he delivers a course of lectures;
2. to professionally supervise and assist the assistants who lead the seminars in the discipline he teaches;
3. to administer, in accordance with the approved schedules, the semester exams, which must also be attended by the assistants who have conducted the seminars in the respective discipline;
4. to enter the examination grade of the student in the examination protocol and in his/her student book;
5. within seven working days after the completion of the semester exam, submit the exam grades of the students from the protocol to the Main book, when it is on paper – with his/her original signature.
6. (repealed, prot. No. 9/28.06.2021)

**Art. 79.** (repealed, prot. No. 9/28.06.2021)

**Art. 80.** Lecturers on a main employment contract are required to have a minimum of four hours of weekly consultative reception hours on a previously announced schedule.

**Art. 81.** (amend., prot. No. 9/28.06.2021) Questions about the academic workload of the scientific and teaching staff of VFU are regulated by Ordinance No. 3 on the Academic Staff of VFU Chernorizets Hrabar.

**Chapter Six**

**RESPONSIBILITY FOR VIOLATION OF THE ACADEMIC RULES AND INTERNAL ORDER OF VFU**

**Art. 82**. The members of the academic staff are responsible for the violations of the educational obligations under the Labour Code and the Higher Education Act.

**Art. 83.** (1) Students, doctoral students and other students shall be responsible for violations related to their rights and obligations arising from the Higher Education Act, the Rules of Procedure of VFU Chernorizets Hrabar and other internal regulations of VFU, announced on the University website.

1. (amend. and suppl., prot. No. 9/28.06.2021) The following disciplinary penalties shall be imposed on a student who fails to comply with or violates the provisions of this Ordinance on Educational Activity:
2. expulsion warning;
3. strict reprimand with warning of expulsion;
4. administrative suspension for one year;
5. termination of enrolment for a specified period.
6. (repealed, prot. No. 9/28.06.2021)
7. (repealed, prot. No. 9/28.06.2021)
8. (repealed, prot. No. 9/28.06.2021)
9. (suppl., prot. No. 9/28.06.2021) The penalties under para. 2, items 1, 2 and 3 shall be imposed by the Dean of the Faculty/Director of the Branch, and those under para. 2, item 4 – by the Rector of the University after the violation has been duly established. The order shall be presented to the student and, if not possible, sent in electronic format to his/her email address @vfu.bg.

**Art. 84.** Before determining the disciplinary penalty, the student or doctoral student is entitled to a written explanation. Refusal of such explanations shall be documented by the signature of two witnesses.

**TRANSITIONAL AND FINAL PROVISIONS**

**§ 1.** This Ordinance repeals the Ordinance on Academic Activity adopted on 24.04.2004 by the AC of VFU and the Ordinance on Admission of Students to Varna Free University Chernorizets Hrabar, adopted on 02.03.2005 with Protocol No. 8.

**§ 2.** The Ordinance was adopted on grounds of the Higher Education Act, Art. 16, item 2 of the Rules of Procedure of Varna Free University Chernorizets Hrabar and other normative acts related to the academic activity in higher education in the Republic of Bulgaria.

**§ 3.** (amend. and suppl., prot. No. 9/28.06.2021) In relation with the application of this Ordinance, by decision of the Academic Council of VFU Chernorizets Hrabar, the following have been adopted: Instruction No. 1 on the Organisation and Activity of the Front Office, Instruction No. 2 on the Admission of Foreign Students, Graduate Students and doctoral students, Instruction No. 9 on the admission of students to VFU Chernorizets Hrabar, Instruction No. 6 on the Rules for Remote Administration of Examination Procedures, Instruction No. 7 on the Recognition of Higher Education and Completed Periods of Study in Foreign Universities, Instruction No. 8 on the Organisation of Internships and Practices of Students in VFU Chernorizets Hrabar, Instruction No. 10 on the Organisation, Administration and Development of Distance and E-education, Standards for the Development, Adoption, Approval and Updating of Educational Documentation and Standards and Procedures adopted by the Academic Council for the design, creation, registration and storage of electronic educational activities and resources.

**§ 3а.** (new, prot. No. 9/28.06.2021) This Ordinance, as well as the related instructions and standards mentioned in § 3, shall be published on the website of the University with access rights for the administrative employees, lecturers and students of VFU Chernorizets Hrabar.

**§ 4.** (suppl., prot. No. 9/28.06.2021) The implementation of the Ordinance is assigned to the Rector or persons authorised by him. All outstanding issues therein shall be resolved by the Rector.

**§ 5.** The Ordinance was adopted at a meeting of the Academic Council of VFU Chernorizets Hrabar with Protocol No. 4/24.01. 2008, as amended and supplemented by Protocol No. 7/23.04.2010, Protocol No. 8/17.06.2010, Protocol No. 4/22.12.2010, Protocol No. 5/02.03.2011, Protocol No. 9/04.05.2012, Protocol No. 1/19.09.2013, Protocol No. 2/16.11.2013, Protocol No. 3/30.10.2019, Protocol No. 6/28.02.2020, Protocol No. 10/26.06.2020 and Protocol No. 1/18.09.2020, Protocol No. 9/28.06.2021, Protocol No. 2/10.11.2023, Protocol No. 4/15.12.2023, Protocol No. 5/23.02.2024.