

Medical University – Sofia
Faculty of Dental Medicine

Handbook of Students in Dental Medicine

**(EXTRACT OF THE RULES OF THE MEDICAL
UNIVERSITY OF SOFIA FOR PREPARATION AND
CONDUCT OF ACADEMIC YEAR 2014 - 2015)**

2014

FACULTY of DENTAL MEDICINE

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**EXTRACT OF THE RULES OF THE MEDICAL UNIVERSITY
OF SOFIA FOR PREPARATION AND CONDUCT OF
ACADEMIC YEAR 2014 - 2015**

Dental Medicine students go through the following education program: lectures for the whole class; practical training in the 1st and 5th year in 16 sections.

I. CLASS AND EXAM SCHEDULE

1. The “Student Education” department at the Rector’s office of Medical University, Sofia compiles the Class Schedule in accordance with the education plans and specifications in the corresponding discipline.
2. The Dean’s office announces the Class Schedule at least 10 days before the semester starts.
3. The “Student Education” department compiles the Exam Schedule following the departments’ guidelines for number of groups examined in a day and individual discipline’s specifics.
4. Exam Schedule will be announced on the bulletin board at the “Student Education” department as well as on the Internet site of the Faculty of Dental Medicine – www.fdm.mu-sofia.bg

According to the Bulgarian National Labour Code and the Medical University Sofia Academic Council official holidays are considered to be:

01.01 – New Year; 03.03 – Bulgarian National Holiday – Liberation Day; 01.05 – Labour Day; 06.05 – St. George’s Day; 24.05 – Bulgarian Enlightenment, Culture and Slavonic Script Day; 06.09 – Bulgarian Unification; 22.09 – Independence Day; 01.11 – People Inspirers Day; 08.12 – Students Day; 24, 25 and 26.12 – Christmas; Easter – three days; Student Scientific Session – holiday announced by a Rector’s Ordinance on a AMSB (Association of Medicine Students Bulgaria) suggestion, in accordance with the Student Council.

ACADEMIC CALENDAR 2014/ 2015

/Schedule of classes and examination session/

Winter Semester - 15.09-2014 - 23.12.2014 /15 weeks/
First – year students in English

Winter Semester - 13.10.2014 - 30.01.2015 /15 weeks/

January Examination Session - 05.01.2015- 30.01.2015

February supplementary examination session
02.02.2015 - 06.02.2015

Summer Semester – 16.02.2015 - 29.05.2014 /15 weeks/

June Examination Session – 03.06.2015 – 03.07.2015

September supplementary examination session
31.08.2015 - 11.09.2015

Liquidation examination session
14.09.2015 - 25.09.2015

II EDUCATION PLAN

for the subject "Dental Medicine", period of education - 6 years (12 semesters)

Educational -qualification degree "Master" (M.A.)

No	Discipline	Exam	Classes by years															
			Classes			I year		II year		III year		IV year		V year		VI year		
			Total	Lectures	Practice	I	II	III	IV	V	VI	VII	VIII	IX	X			
1	Chemistry	I	75	45	30	3/2												
2	Physics	I	75	45	30	3/2												
3	Human biology	II	105	45	60	2/2	1/2											
4	Latin language	II-t.o.	60		60	0/2	0/2											
5	Foreign language (Bulgarian for foreign students)	II-t.o.	60		60	0/4	0/4	0/4	0/4									
6	Computer Science	II-t.o.	30		30		0/2											
			405	135	270	270	135											
7	Human cytology and embryology	I	60	30	30	2/2												
8	Human anatomy and histology	III	240	75	165	0/1	3/4	2/6										
9	Biochemistry	III	120	60	60		2/2	2/2										
10	Biophysics	III	30	15	15			1/1										
11	Human physiology	IV	150	60	90			2/3	2/3									
12	Microbiology	IV	105	60	45			2/1	2/2									
13	Social medicine and medical ethics	IV	45	15	30				1/2									
14	Medical psychology	IV	30	15	15				1/1									
15	Disaster medicine	IV-t.o.	30	15	15				1/1									
16	Pharmacology	V	105	45	60			2/2	1/2									
17	Pathophysiology	V	75	45	30				3/2									
18	Hygiene and epidemiology	V	60	30	30				2/2									
19	Pathoanatomy	VII	120	60	60						2/2	2/2						
20	Surgery incl. anesthesiology and emergency conditions	VI	75	30	45						2/3							
21	Oto-rhino-laryngology	VII	30	15	15								1/1					
22	Internal Diseases (general pathology)	VIII	90	60	30							2/1	2/1					
23	Pediatrics and infectious diseases	VIII	60	30	30									1/2				
24	Forensic Medicine	VIII	30	15	15									1/1				
25	Obstetrics and Gynecology	VIII-t.o.	30	15	15									1/1				
26	Dermatology and venereal diseases	IX	45	15	30											1/2		
27	Neurology and psychiatry	IX	30	15	15											1/1		
28	Ophthalmology	IX-t.o.	30	15	15											1/1		
			1 590	735	855	75	165	330	300	180	135	135	165	105				
29	Dental materials	II	60	30	30	1/1	1/1											
30	Pre-clinics of prosthetic dental medicine	IV	315	75	240	1/2	1/4	2/6	1/4									
31	Clinics of prosthetic dental medicine	X	405	105	300					1/2	1/4	1/4	1/4	2/4	1/2			
32	Pre-clinics of conservative dental medicine	VI	195	60	135				1/1	2/4	1/4							
33	Clinics of conservative dental medicine	X	375	60	315							1/6	1/5	1/5	1/5			
34	Physiotherapy (general and special)	IX	30	15	15										1/1			
35	Pre-clinics of oral and maxillo-facial surgery incl. Local anesthesia and pain-relief medicines in Dental Medicine	VI	180	60	120					2/4	2/4							
36	Clinics of ora and maxillo-facial surgery		330	60	270								1/4	1/4	1/5	1/5		
	Clinics	X	180	60	120								1/2	1/2	1/2	1/2		
	Polyclinics		150	0	150								0/2	0/2	0/3	0/3		
37	Pre-clinics of pediatric dental medicine	V	60	30	30				1/1	1/1								
38	Clinics of pediatric dental medicine	X	255	75	180							1/2	1/2	1/2	1/2	1/4		
39	Dental Hygiene and Prevention	VII	75	30	45							1/1	1/2					
40	Dental public health	VI	105	45	60					2/2	1/2							
41	Oral pathology	VI	30	15	15							1/1						
42	Diagnostic imaging (general and special)	VII	105	45	60							2/2	1/2					
43	Dental allergyology	VII	30	15	15								1/1					
44	Orthodontics	X	240	75	165								2/2	1/2	1/3	1/4		
45	Parodontology	X	210	75	135								1/1	1/2	1/3	2/3		
			2 985	870	2 115	75	105	120	135	315	450	510	375	465	435			
	Pre-graduate training		1 014	14	1 000													
	Total		5 994	1 754	4 240	420	405	450	435	495	585	645	540	570	435			
Summer education practices after II, IV, VI and VIII semester, 24 days each																		
Pre-graduate training																		
State exams																		
Prosthetic dental medicine																		
Oral and maxillo-facial surgery																		
Conservative dental medicine																		
Pediatric dental medicine																		
Orthodontics																		
Parodontology																		

III. ELECTIVE DISCIPLINES AND COURSES

Dentistry Elective Courses	Department	E C T S	
		Hours	Credits
Oral Medicine	Maxillofacial Radiology and Oral Diagnostics	30	1,2
Dental Allergology and focal diagnostics	Maxillofacial Radiology and Oral Diagnostics	30	1,2
Implant Dentistry	Prosthetic dental medicine	21	1,0
Sports	Language Training and Student Sports Department	30	1,2
After year II	Subject		
Taking part in scientific research			1,2
Taking part in a scientific session with a report			1,3
Publishing in a Bulgarian scientific journal			1,6
Publishing in a scientific journal abroad			3

NB: Dentistry students have the right to choose from the courses and modules offered by the Faculty of Medicine – Sofia

IV. THE CREDITS SYSTEM

1. Ministry of Education and Science Regulation 21/30.09.2004 constitutes that a credit system will be adopted for all MU Sofia students.

2. Each student specializing in “Dentistry” has to have 60 credits per year from the following:

- Compulsory courses
- Involvement in scientific research programs
- Involvement in scientific reports
- Elective courses (modules)

3. Credits are a digital representation of a student’s time in class. Credits are awarded to students with pass grades higher than 3 earned through exams or other forms of evaluations for accumulated knowledge and skills according to the education plan. Each student is given information on elective courses, reflecting the subject of the courses and credits.

4. Every student has the right to choose from the elective courses according to personal interest. The accumulation of credits is mandatory for all students year I to IV.

5. Instruction in the elective courses is organized by the Class Faculty Head and by the corresponding department. The topics and schedules for each class are presented in the Dean’s Office in the beginning of the school year.

6. The Class Faculty Heads present participants with certificates and provide the Dean’s Office with a list of the students who have successfully completed the course at the end of the year. The Class Faculty Heads are required to fill in the Student Card and the Main Book in time with the elective courses and credits for each student, so that the student can be registered in the academic report.

7. In order for the student to be award credits from participating in a scientific research, the student has to provide for the Dean's Office Education Department a copy of a resume, publication and/or projects and an official affirmation from the Department or Project Head that the student has indeed been part of the project/research in the time period.

8. If the student does not accumulate the necessary credits for the school year, the completion of the year can be authenticated provisionally. In this case, the necessary credits have to be obtained in the following year.

9. Signing up for an elective course or a project needs to be done in the corresponding department or with the corresponding Class or Project Head.

ECTS Credits

Year I

Subject	Credits
Chemistry	4,6
Physics	4,6
Human Biology	5,8
Latin Language	4,0
Foreign Language (Bulgarian for foreign students)	6,6
Computer Science	2,8
Human Cytology and Embryology	4,0
Human Anatomy and Histology	7,2
Biochemistry	3,4
Dental Materials	4,0
Pre-clinics of Prosthetic Dental Medicine	7,2
Practical Training	4,8
Total	59,0
Elective Courses	1,0

Year II

Subjects:	Credits
Anatomy and Histology	7,6
Biochemistry	4,0
Biophysics	2,8
Foreign Language (Bulgarian for foreign students)	2,0
Physiology	7,6
Microbiology	5,8
Social Medicine and Medical Ethics	3,4
Medical Psychology	2,8
Disaster Medicine	2,8
Pharmacology	2,8
Pre-clinics of Prosthetic Dental Medicine	9,4
Pre-clinical of Conservative Dental Medicine	1,6
Pre-clinics of Paediatric Dental Medicine	1,6
Practical Training	4,8
TOTAL	59,0
Elective Courses	1,0
Taking part in science research projects (recommended)	3,0

Year III

Subject	Credits
Pharmacology	3,8
Pathophysiology	4,3
Hygiene and Epidemiology	3,4
Pathological Anatomy	3,4
Surgery incl. anaesthesiology and emergency conditions	4,3
Clinics of Prosthetic Dental Medicine	5,2
Pre-clinics of Conservative Dental Medicine	7,6
Pre-clinics of Oral and Maxillofacial Surgery	8,5
Pre-clinics of Paediatric Dental Medicine	1,6
Clinics of Paediatric Dental Medicine	2,1
Dental Hygiene and Prevention	1,6
Dental Public Health	5,2
Oral Pathology (diagnosis)	1,6
Diagnostic Imaging (general and special)	2,8
Practical Training	3,6
Total	59,0
Elective Courses	1,0
Taking part in scientific research projects (recommended)	1,2

Year IV

Subjects	Credits
Pathological Anatomy	2,4
Otorhinolaryngology	1,6
Internal Diseases (general pathology)	3,4
Paediatrics and Infectious Diseases	3,4
Forensics Medicine	1,6
Obstetrics and Gynaecology	1,6
Clinics of Prosthetic Dental Medicine	6,2
Clinics of Conservative Dental Medicine	8,0
Clinics of Oral and Maxillofacial Surgery	6,2
Clinics of Paediatric Dental Medicine	3,8
Dental Hygiene and Prevention	2,8
Imaging Diagnostics (general and specialist)	2,8
Dental Allergology	2,2
Orthodontics	6,2
Parodontology	3,2
Practical Training	3,6
Total	59,0
Elective Courses	1,0
Taking part in Scientific research projects (recommended)	1,3
Publishing in Bulgarian Scientific Journals (recommended)	1,6
Publishing in Scientific Journals abroad (recommended)	3,0

Year V

Subjects	Credits
Dermatology	3,8
Neurology and Psychiatry	2,8
Ophthalmology	2,8
Clinics of Prosthetic Dental Medicine	7,4
Clinics of Restorative Dental Medicine	9,2
Physiotherapy (general and special)	2,8
Clinics of Oral and Maxillofacial Surgery	9,2
Clinics of Paediatric Dental Medicine	6,8
Orthodontics	6,8
Parodontology	7,4
Total	59,0
Elective Courses	1,0
Taking part in Scientific research projects (recommended)	1,3
Publishing in Bulgarian Scientific Journals (recommended)	1,6
Publishing in Scientific Journals abroad (recommended)	3,0

Year VI
(Pre-graduation Training)

Subjects	Credits
Prosthetic Dental Medicine	14,1
Oral and Maxillofacial Surgery	14,1
Conservative Dental Medicine	11,0
Paediatric Dental Medicine	8,0
Orthodontics	8,0
Parodontology	4,8
Total	60,0

V. IN-CLASS EXAMINATION

1. In-class examination is a mandatory element of a student's education. The types of In-class examinations used to evaluate the student's preparation and ability to grasp the material depend on each faculty and subject specifics, on the facilities and on the size of the class.

2. Types of In-class Examinations:

2.1. Planned In-class examinations – require out-of-class preparation and take place during class time in the form of tests. Planned theory examinations are written. Planned practical examinations are considered concluded after exercise protocols are authenticated, accumulated points and completed clinical or other practical work

2.2 Unplanned In-class examination – oral pop-quizzes, review or working out a preparation, patient examination.

3. Organizing In-class Examination

- The number and types of In-class examinations is described and scheduled in the Education plan for each subject. Each subject can have up to two planned In-class examinations. The schedule for In-class examinations has to be in accordance with students' class time. Scheduling more than three planned In-class examinations in one week is not allowed. Following the In-class examinations semester schedule is mandatory for both students and instructors. The In-class

examination grades are filled in the Departments' report cards and form the final semester grades.

- Departments requiring practical work done must authenticate a completed work minimum, not mere participation.

- Students are allowed to undertake oral examination twice with the same assistant professor. In the case that a student does not pass the oral examination, at the end of the semester the student can be examined by a teacher with the appropriate academic rank. If the student fails that exam, the grade is taken into account when forming the final semester grade.

4. The Department Heads are required to aid the creation and provide adherence to the In-Class examinations schedule. The Student Council discusses and coordinates the schedule for In-Class examinations with the Deans before the beginning of the school year. Deans are responsible for the overall execution of the In-Class examinations schedule.

5. Term certifications are done by the departments and are based on meeting the obligations of curriculum and program adopted by The Departmental Board

6. The Department Heads need to provide a list of sources in the subject's syllabus. At least one of those sources needs to be a published textbook.

VI. END OF TERM EXAMINATION SESSION

1. The examination sessions are organized and held in accordance with the High Education Law.

2. Planned End of Term Examination Sessions:

- regular session – January and June;
- supplementary examination session for the Faculty of Dental Medicine – either in February or in September
- liquidation examination session

The Terminative Exam Session cannot be extended or postponed. Students who do not show to their Terminative Exam Session need to retake the course.

2.1. Students are not allowed to take part in the Examination session before they have collected their End of Semester Signature. End of Semester Signatures are only valid if they are collected before the beginning of the Examination session. The End of Semester Signatures are based on the student's completion of the subject requirements for the semester. In order to collect the signature a student cannot have more than three (excused) absences from lectures and must submit a document for done exercises.

3. Students specializing in Dental Medicine take part in the Exam Sessions in groups and in accordance with the schedule approved by the Rector of Medical University Sofia.

4. Students are not allowed to the Exam Sessions without the appropriate document from the Dean's Office. If an exception is in place for a student to show for an exam outside a group or an Exam Session, the Deans are required to provide an individual exam document.

Student may only attend one examination on the same date

5. Dental medicine students are not allowed to provisional exam at pre-clinics disciplines interrupt the academic year due to failing grades.

6. Students are allowed to try out for a grade increase once for each subject. They need to file a request to the Vice Dean of Educational Activities to give up their initial grade within the same working day provided that the initial mark is not failed (2).

7. Students can try for increase of State Exams grades after they give up their initial grade, at the latest after the last exam of the Exam Session and after filing a request with the Dean. Second try for an increase must be done before the end of the next exam session (regular or redeeming).

8. Following the High Education Law requirements, the exam contains a mandatory written part, which is stored until the student's

graduation.

8.1. When the written part is a test, passing it will allow moving to the next part of the exam only if the department has issued official test templates.

8.2. Students can appeal the results to the written part of an exam to the Dean within 5 work days considering the examination date.

9. Both practical and theoretical exams are run by a council of academics.

10. Member of the council of academic examiners is selected in a lottery.

11. The exam grades are filled in the exam protocol, student book, and the department journal right after the end of the exam. The grade must be written in the Main book the same day or within 24 hours of the exam together with the academic examiners' protocol.

12. Students can take an end of term exam out of a group or exam session only as an exception and after filing an official request with the Dean containing the appropriate documents.

13. Students have the right to go in for an examination at one discipline 2 times only – at regular and supplementary session and according to Chapter VIII, pp.16 and 20 – for 3 times – at a liquidation session.

VII. SETTLEMENT OF STUDENTS' STANDING

1. **Students with an unauthenticated winter semester need to discontinue their summer semester work and retake the year** (after paying a specified fee). Students retaking the year due to poor grades or unauthenticated semester are removed.

2. In accordance with the Dean, pregnant students and mothers with children under 6 years of age, dispensary patients, students who have developed several illnesses during the session or students with serious family reasons, can use an extended exam session until the beginning of the summer semester.

3. **Students with an unauthenticated summer semester need to**

discontinue the winter semester of next school year and retake the summer semester (after paying a specified fee).

4. In accordance with the Dean, pregnant students and mothers with children under 6 years of age, dispensary patients, students who have developed several illnesses during the session or students with serious family reasons, can use an extended June exam session (7 days after closing the regular session).

5. Students are admitted to the examination session with an unlimited number of exams.

5.1. Dental students are allowed to sit for supplementary examination session either in February or in September.

6. Students who have not passed the semester examination during the regular or extended sessions (January and June) are allowed to sit for supplementary examination session (September) and liquidation sessions.

7. Compensating for missed practice shall be only allowed for valid reasons, evidenced by the respective document or recognised by the Dean at his/her discretion.

- In case of up to two absences, permission for compensating shall be granted by the Head of the respective department.

- In case of up to three absences, permission for compensating shall be granted by the deputy dean for academic affairs of the faculty, based on a written application submitted to him/her no later than three days after the respective absence. If the absences are not consecutive, the applications for retaking the missed practice submitted after the last absence will not be respected and will not result in any consequences.

- In case of more than three absences, but no more than 1/3 of the number of classes envisaged in the academic curriculum, the Dean shall propose the resolution of the student's standing to the Dean's Council based on a written application submitted by the student.

Practicing the missing exercises will be held immediately after the absence in the range up to 14 weeks rather than at the end of the term. This exercise should be verified by the assistant, leading the exercise of the group to which the student is assigned, as current control is carried out with a brief oral exam.

8. Pregnant women and mothers with children up to 6 years of age are allowed to have extended January session until March 15 and September session until October 15.

9. Students from I to V year with more than one exam scheduled for the redeeming session that fail a redeeming exam, but due to serious illness or family reasons can not use the entire examination session, are allowed to sit at the terminative session only for the exams they have missed due to severe circumstances. Their student situation is decided depending on the achieved success on the exams.

10. Students with medical issues who have more than three exams left to take until the redeeming exam session ends and who have filed an official request with the Dean containing all the necessary medical documents, interrupted their education due to illness.

11. Students with completed semester course work who after the end of the redeeming exam session have up to 3 more exams left to take are allowed to sit in the terminative exam session.

12. Students with completed semester course work who after the end of the redeeming exam session have more than 3 exams left to take, have to retake the year due to poor grades, regardless of whether they discontinued studies due to unauthenticated semester or retook previous years due to poor grades. If students who are retaking a semester fail the end of term exams, the students are dismissed from University.

13. Students who do not complete their semester's course work and who have more than 4 exams left to take after the redeeming session are dismissed.

14. Students who do not complete their semester work and after the end of the Exam Session remain with up to three exams left to take are allowed to sit for terminative session. Students who have failed on three exams are renewed due to poor grades (after payment of a

fee as specified in law). Students who are retaking a semester due to failing classes or unauthenticated term are dismissed from the University.

15. Students who do not complete their semester work and after the end of the Terminative Session remain with up to 2 exams left to take need to enrol provisionally. Dental medicine students have no right of provisional exam at pre-clinics of dental disciplines.

16. Students are permitted to enrol provisionally with up to two exam left to take every year, unless those are in the same subject. Provisional examinations need to be completed before the end of the school year in accordance with the curriculum. Students enrolled provisionally are required to earn the credits in the next school year.

17. Retaking a year due to failing grades or unauthenticated semester is allowed only once during the period of study (with the exception of the students who have completed the course work).

18. Students enrolled provisionally, who do not pass their provisional exams (or one of them), have to retake the year with the relevant curriculum upon payment of a specified fee:

- Foreign students enrolled at full tuition, pay the value (for the academic year) of the subjects they have not passed;
- Foreign students enrolled by Decree № 228/20.05.1997, losing their grant and pay the value (for the academic year) of the subjects they have not passed;
- Foreign students enrolled by Decree № 103/31.05.1993, pay 30% of the value (for the academic year) of the subjects they have not passed.

Students who are retaking a semester due to failing classes or unauthenticated term are dismissed from the University. Students retaking a year have to meet the curriculum requirements in every subject they have passed.

19. Students discontinued due to exams, repeat the school year with the right to sit for the exams without attending classes.

20. Pregnant students and mothers with children up to 6 years of age are allowed to interrupt their studies for up to 2 years for each child. Until the child becomes 6 years old, a light workload schedule

applies to the students. Each department decides on the light workload schedule according to the specifics of its subjects and instruction.

21. Students who interrupted their studies due to health, family or social reasons and have the semester authenticated are allowed to sit for examinations in accordance with the curriculum. In severe and prolonged illness the Provost may allow a three years long interruption without the right of examination.

22. Students are allowed to interrupt their studies due to financial, social or family reasons once during the study or a maximum of two consecutive years but only after the completion of one academic year. Exceptions are considered by the Faculty Heads.

23. Foreign students who retake a year pay a percentage of the class tuition for the subjects they have not passed.

24. Students with restored student rights, need to meet all the curriculum requirements for each subject they have successfully passed examination for, regardless of the subjects order in the curriculum.

25. Within a week of the September exam session end, students are expected to appear in the Dean's Office of the relevant faculty to discuss their situation. After this period, the student status is decided in accordance with the current regulations without the mandatory presence of the student.

Student enrolment at the beginning of the academic year shall be done as follows:

- Students who have passed all their exams shall enrol in the respective academic year within one week after the start of the academic year.

- Students who have taken exams during the extended and liquidation session shall enrol in the respective academic year within one week after the end of the last session.

- Students who have not met the deadlines for enrolment shall retake their last academic year.

The statutory tuition fee shall be paid at the beginning of each semester.

- The final deadline for paying the tuition fees is up to one month after the starting date of each semester.
- No partial payment of the tuition fee for the semester shall be allowed.
- Students who have not paid the respective tuition fee in full or within the deadline defined herein, shall automatically lose their student standing and shall be dismissed from MU-Sofia with an order by the Rector, in which case the students dismissed shall lose their student rights.
- Students who have paid the respective tuition fee shall be entitled to enrol in MU-Sofia only after the fee has been received to the bank account of the respective academic unit of MU-Sofia.

The Rector of MU-Sofia shall make the final decision on all matters related to student admission, dismissal or transfer (Article 32(1)(4) of the Higher Education Act).

- Student standing shall be resolved based on an order by the Record on the basis of a Report from the faculty Dean or the Director of the college or branch.

In case of any breach of the Rules of MU-Sofia and the moral and ethic norms of conduct,

students will be sanctioned in line with the terms and conditions of the Rules of MU-Sofia and the Higher Education Act, based on an order by the Rector of MU-Sofia.

In case of cheating with assisting aids, students shall be sanctioned with a warning for dismissal during the first violation and, in case of a second violation, they shall be suspended from MU-Sofia for one academic year.

If the students do not pay their rent in the Student Dormitories and in case of property damages caused to the academic facilities, students will be penalised with a warning for dismissal.

Students, who have not paid the statutory tuition fee in full or within the deadline defined herein, shall automatically lose their student standing and shall be dismissed from MU-Sofia with an order by the Rector. Suspended students will lose their rights as students in MU-Sofia for the period of suspension.

Students in MU-Sofia, dismissed based on the provisions of Article 67 and according to the terms of Article 74(2) of the Higher Education Act shall lose their student rights and may not regain them for a period of five years.

VIII. PRACTICES

1. Educational practices of students in "Dental Medicine" are conducted in accordance with the curricula.

2. Dental Medicine students go through summer practical training as follows:

- two pre-clinical practical trainings for 30 calendar days after the IInd and IVth semester;
- two clinical practical training in 30 calendar days after the VIth and VIIIth semester.

Educational practices are mandatory for all students.

In accordance with the 05.06.1996 AU decision, graduating PMI (college) or working as a medical orderly, nurse, clinical laboratory analyst or assistant pharmacist (providing the necessary document is required) is recognized as summer practical training after IInd semester (valid for foreign students as well).

3. Foreign students undergo practical training only in the country of instruction.

3.1. Foreign students at the discipline “Dental Medicine” are allowed to undergo their summer pre-clinic practical trainings in another country, member of EU and EEA.

IX. PRE-GRADUATION AND STATE EXAMINATIONS

1. General Aspects

Student pre-graduation trainings aim to provide high professional training in the field of studying, further develop acquired knowledge and skills and provide on-the-job and theoretical preparation for independent decision-making on organizational, preventive, diagnostic, treatment and other professional tasks.

2. The vice Dean of Student Affairs controls the overall operation and organization of pre-graduation trainings according to courses and experience bases. The professional and academic activities of students are supervised by professors and associate professors appointed by order of the director, after consulting with the Deputy Dean of the Faculty of Education. It is possible the professional specialization of students to be monitored by doctors/ PhDs and PhD candidates with sufficient experience.

3. Rights and obligations of students during pre-graduation trainings:

- During pre-graduation trainings students are provided by the managerial body with appropriate work and rest conditions, personal and labour protection and other resources relating to labour protection;

- Students are required to comply with HEA, program curriculum, and the Ordinance on the internal order of the location where the pre-graduation training is conducted;

- Students are required to comply with the hours of operation at the pre-graduation training location, to comply with mandatory requirements in the curriculum, to follow all of the pre-graduation training management instructions, to complete the curriculum in the "Journal for the summer practical training and pre-graduation trainings". The students need to provide the journal at their state examinations.

- Student who have not completed the pre-graduation training curriculum, are not allowed to the state Examination. The student interrupts their studies and is dismissed from MU. Exceptions are permitted for illness, pregnancy or maternity leave with the permission of Vice Dean of Student Affairs and a commitment to make-up for the missed days.

4. Following a 30.03.1992 decision by the AU, due to lack of regulation on the status of trainees, they are considered students in the VIth year and receive scholarships according to the general terms, i.e. corresponding to their grade point average in the previous year. Trainees who interrupt the pre-graduation training program for any

reason do not receive scholarship for the period of interruption. After enrolling in accordance with the DC decision, scholarships receive only those who have interrupted due to illness, pregnancy and motherhood, or for compelling family reasons.

5. Foreign students are not allowed to take part in pre-graduation training abroad.

6. Pre-graduation training for students majoring in Dental Medicine.

Pre-graduation training takes place integrated with academic employment of the departments of Prosthetic dental medicine, Oral and maxillo-facial surgery, Conservative dentistry, Pediatric dental medicine, Orthodontics, Parodontology and Oral diagnostic imaging for one hour daily.

6.1. Practical training of students takes place in pairs on a dental unit.

6.2. Lecturers from the departments hold a seminar with trainees for an hour per week.

6.3. Students cannot start pre-graduation training before passing all their semester exams.

6.4. The total duration of the Pre-graduation training is 6 month.

Beginning - 17.09.2012 г.

6.5. It is not allowed to undergo individual pre-graduation training or training in two subjects simultaneously.

7. The State Examinations Committees are nominated by the Faculty Dean and approved by order of the Provost.

8. Students who have not authenticated their pre-graduation training due to health, compelling family reasons, maternity leave and pregnancy are allowed to complete the required training programs during the next school year but no later than three years after the semester of their authentication.

9. Students who after the last redeeming examination session have exams left to be taken are allowed to attend the following year exam sessions in the relevant training program, but no later than one year and no more than 3 times. Pregnant students and mothers with children under 6 years of age, students with severe illnesses and compelling family reasons may apply for deferment of state exams. Deferred state examinations must be completed during the next 3 school years or those students will lose their student rights.

Bank account for tuition fee:

IBAN: BG12BNBG96613100130401

BIC: BNBGBGSD

BNB

