

Internal Rules and Regulations



**VARNA UNIVERSITY OF MANAGEMENT –
VARNA, BULGARIA**

Chapter One. GENERAL PROVISIONS

Art. 1 (1) Subject to the Internal rules and regulations are the rights and obligations of students, lecturers and staff at *Varna University of Management (VUM)*.

(2) The rules and regulations have been set out in accordance with the rules for Governance and the Organisational Structure of *Varna University of Management*.

Art. 2 These rules and regulations are only applicable to students, academic and nonacademic staff at *VUM*.

Art. 3 It is the responsibility of students, lecturers and employees of *VUM* whose duties are subject to these Rules to implement the rules and regulations as stipulated.

Art. 4 (1) Student status at *VUM* is acquired after admission and enrolment on the respective programme for acquiring a Professional Bachelor's, Bachelor's or Master's educational and qualification degree. The admission process follows the procedures approved for the respective programme.

(2) International exchange student status is acquired by students who study at *VUM*:

1. In joint international programmes;
2. In programmes under bilateral agreements, particular project or individual request;
3. In European programmes.

Art. 5 (1) Students at *VUM* can enrol on to taught programmes to graduate with one of the following educational and qualification degrees: "Professional Bachelor", "Bachelor" and "Master".

(2) The degree studies at *VUM* can be full-time or part-time. Part-time students follow the same programme curriculum as full-time students with a work load no less than 50% of the work load for full-time students.

Art. 6 The education for obtaining a Professional Bachelor's degree is delivered at the *International College, Dobrich* which is part of *VUM - Varna*. The minimum duration of studies is 3 years.

Art. 7 (1) During their studies at *VUM*, students are entitled to equal rights and have equal obligations without discrimination on any ground such as sex, race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, property, birth or other status.

(2) The education at *VUM* reinforces and fosters universal human values, national traditions and academic integrity; it is delivered in accordance with the established principles of the Higher education system in Bulgaria and the European educational space.

Chapter Two. DURATION OF STUDIES

Art. 8 Educational and qualification degrees. *European Credit Transfer System (ECTS)*. Duration.

(1) At least 180 *ECTS* with a minimum duration of studies of three years (six semesters) are required in accordance with the curriculum for the acquisition of the educational and qualification degree "Professional Bachelor", not including the preparatory one-year language programme, if the student is enrolled on such;

(2) For the acquisition of the educational and qualification Bachelor 's degree, the following *ECTS* credits are required in accordance with the curriculum:

1. At least 240 *ECTS* with a minimum duration of studies of four academic years (eight semesters), not including the preparatory one-year language programme, if the student is enrolled in such;
2. At least 60 *ECTS* with a minimum duration of studies of one academic year (two semesters) - after the acquisition of a Professional bachelor's educational and qualification degree or the equivalent "specialist" degree at the *International College - Dobrich* or any other accredited college;

(3) For the acquisition of the educational and qualification Master's degree the following *ECTS* credits are required in accordance with the curriculum:

1. At least 120 *ECTS* with a minimum duration of studies of two academic years (4 semesters) - after the acquisition of a Professional bachelor's educational and qualification degree in the same professional field;
2. At least 60 *ECTS* with a minimum duration of studies of one academic year (two semesters) - after the acquisition of a Bachelor's or Master's educational and qualification degree in the same professional field.
3. At least 120 *ECTS* with a minimum duration of studies of two academic years (4 semesters) - after the acquisition of a Bachelor's or Master's educational and qualification degree in a different professional field.

Art. 9 Students graduate after the successful acquisition of the required minimum of *ECTS* credits according to the curriculum of the respective programme in compliance with the *Higher Education Act* and the Ordinance on the State Requirements for acquiring Higher educational and qualification degree "Bachelor", "Master" and "Specialist".

Art. 10 (1) Students enrolled on a Professional Bachelor's degree programme can complete their studies with no changes in the curriculum within four (4) years after their enrolment in their first year of study.

(2) Students enrolled on a Bachelor's degree programme can complete their studies with no changes in the curriculum within five (5) years after their enrolment in their first year of study.

(3) Students enrolled on a Bachelor's degree programme under Article 8 paragraph 2.2 can complete their studies with no changes in the curriculum within two (2) years after enrolment in their first year of study.

(4) Students enrolled on a Masters' degree programme can complete their studies with no changes in the curriculum within three (3) years after the enrolment in their first year of study.

(5) The terms of Article 10 Paragraph 1, 2, 3 and 4 can be extended with a documented maternity leave, hospital stay and home treatment (for severe illness).

(6) Students who fail to pass successfully all modules within the period under Article 10 paragraph 1.1, 1.2, 1.3 and 1.4, extended with the period under Article 10 paragraph 5, shall continue their education according to the curriculum of the cohort they are supposed to graduate with.

(7) The above stipulated curriculum changes and periods do not apply in cases of mandatory changes in the curricula resulting from:

1. Legislative requirements;
2. Institutional accreditation of *VUM* and/or programme accreditation;
3. *VUM's* agreements with partner institutions, including contracts for joint and/or double degrees;
4. Replacement of subjects in the curriculum.

Chapter Three. CHANGES IN STUDENT STATUS

Art. 11 (1) Student status is acquired after student's enrolment at *VUM* under the conditions provided in these regulations and in compliance with the Admission Rules and Regulations of *VUM*.

(2) A student is considered to be enrolled for the respective semester provided his/her semester fee has been paid and his/her student book has been signed and stamped at Student Affairs office.

Art. 12 A student shall be discharged from *VUM* upon:

- (1) Successful completion of the programme of study;
- (2) Withdrawal or transfer to another university/college.

Article. 13 (1) A student shall be temporarily suspended with a decision of the Rector or the Deputy Rector for Academic Affairs and Quality in the event of:

1. Systematic failure to fulfil his/her obligations under the curriculum or under the any of the regulations of *VUM*;

2. Provision of incorrect information (misrepresentation) on the grounds of which he/she has been enrolled as a student at *VUM*;
3. Sentence of imprisonment for intentional crimes of general nature.

(2) Students who have their studies at *VUM* suspended can have their student rights reinstated within two years after the end of the suspension period.

(3) The suspension period is determined at the discretion of the Rector or the Deputy Rector for Academic Affairs and Quality.

Art. 14 (1) On reasonable grounds, including family, medical reasons, etc., a student may request a suspension for one academic year only once for the whole period of study, during which the student retains his/her student rights. For the purpose, the student has to file an application at Student Affairs office.

(2) After the period stipulated in the preceding paragraph has expired, the student has to file an application to resume his/her enrolment.

(3) If the student does not apply to resume his/her enrolment after the period stipulated in paragraph 1 of this article, he/she will be suspended with a decision of the Rector or the Deputy Rector for Academic Affairs and Quality.

(4) Student's enrolment shall not be deemed suspended for up to an year in case of student work placement/internship, provided it has been approved by Student Affairs office at *VUM* and the semester tuition fees for the period have been duly paid.

Art. 15 (1) A student may apply for individual programme of study by sending an application to Student Affairs office. It shall be approved by the Deputy Rector for Academic Affairs and Quality or the Academic Director. Attached to the application shall be a document evidencing the student's inability to attend regular classes (a copy of an employment contract, an ambulatory sheet for continuous treatment, a document certifying absence from the country, etc.).

(2) A student may follow an individual programme of study that allows him/her to complete two academic years within one academic year by achieving the respective learning outcomes in a shorter term. In order to follow an individual programme of study, the student has to submit an application to the Deputy Rector for Academic Affairs and Quality or the Academic Director. After the application is approved the student may sit the exams and submit the assignments during the regular examination sessions for the academic year for which the student is issued individual examination protocols.

(3) A student following an individual programme of study is exempt from the regular class attendance requirements, but he/she shall sit/attend the exams, presentations, tests and submit the assignments within the deadlines scheduled by Student Affairs Office.

(4) The university does not schedule individual/additional lectures, exams or assignment submission dates for students following an individual programme of study outside the regular sessions scheduled during the academic year.

(5) Students enrolled on collaborative programmes at partner institutions are not allowed to apply for individual programme of study.

Art. 16 (1) Applications for withdrawal or suspension of studies, leave of absence, individual programme study, and reinstatement of student rights shall be submitted to Student Affairs office.

(2) Applications shall be kept in students' personal files.

Art. 17 (1) Special category students such as orphans, blind, deaf, students with long-term disability or reduced ability to work over 70 percent, disabled war veterans, civil war victims, people raised at orphanages until they have become of age, mothers of children below the age of six, pregnant women in the last 45 days of their pregnancy shall be entitled to exemptions as follows (with an application approval by the Deputy Rector for Academic Affairs and Quality or the Academic Director):

1. attendance requirements reduced to up to 50 percent of the regular classes for the respective semester;
2. an extension of the semester study curriculum;
3. suspension of studies requests more than once during the whole period of education;

(2) The relevant documents showing the eligibility of the student for these exemptions shall be attached to the application.

Chapter Four. ENROLLMENT AND REGISTRATION

Art. 18 A student is considered registered in the respective semester provided his/her semester fee has been paid and his/her student book has been signed and stamped by the staff at Student Affairs office.

Art. 19 (1) A student is allowed a conditional enrollment in his/her second year of study if he/she is able to meet the minimum progress requirements of no more than two outstanding modules from the first year (modules with no *ECTS* credits awarded after the three examination sessions in the first year of study). Modules for industrial training and summer internship modules are subject to exemption. For year-one February intake students, the modules running in semester one are subject to exemption, if a different due date for their retrieval has been specified.

The deadline for acquiring the *ECTS* credits for the outstanding modules is the end of the second year. Conditionally enrolled students are allowed to sit the respective conditional examination/submission during the regular examination sessions scheduled for year-one students.

(2) A student, including February intake students, is allowed a conditional enrollment in his/her third year of study if he/she is able to meet the minimum progress requirements of no more than two outstanding modules from the second year (modules with no *ECTS* credits awarded after the three examination sessions in the second year of

study). Modules for industrial training and summer internship modules are subject to exemption. The deadline for acquiring the *ECTS* credits for the outstanding modules is the end of the third year. Conditionally enrolled students are allowed to sit the respective conditional examination/submission during the regular examination sessions scheduled for year-two students.

(3) A student is allowed a conditional enrollment in his/her fourth year of study if he/she is able to meet the minimum progress requirements of no more than two outstanding modules from the third year (modules with no *ECTS* credits awarded after the three examination sessions in the second year of study). Modules for industrial training and summer internship modules are subject to exemption. The deadline for acquiring the *ECTS* credits for the outstanding modules is the end of the fourth year. Conditionally enrolled students are allowed to sit the respective conditional examination/submission during the regular examination sessions scheduled for year-three students.

(4) Students, enrolled on collaborative programmes with partner institutions in compliance with contracts for joint and/or double degrees, are allowed to enrol in the third year only after successful completion of year one and year two of the programme, i.e. have been awarded all the required *ECTS* credits for successful completion of year 1 and year 2. Modules for industrial training and summer internship modules are subject to exemption.

(5) A student who does not meet the requirements under paragraphs 1, 2, 3 or 4 of this Article, repeats the year.

(6) When the student repeats the year, he/she has to retrieve only the assessment elements for the modules without awarded *ECTS* credits.

(7) A student, repeating the year, has to pay the corresponding fees (registration fees, semester fees) as specified in the financial rule and regulations as specified for the corresponding academic year.

(8) A student who is repeating the year is required to pay a tuition fee under the financial terms for the respective academic year as approved by the Rector.

(9) For transfer students enrolled with Recognition of Prior Learning (RPL) after semester one, the deadlines for retrieval of all outstanding modules from the semesters preceding the semester of enrolment, are specified in the RPL confirmation letter in conjunction with the regulations in this chapter.

Chapter Five. PROGRAMME/SPECIALTY TRANSFERS

Art. 20 (1) All students have the right to transfer from a programme/specialty to another programme/specialty within the field of the same educational-qualification degree by submitting an application to the Deputy Rector for Academic Affairs and Quality or the Academic Director.

(2) The transfer shall take place before the beginning of the semester and shall take effect on the first day of the respective semester.

(3) A student is allowed to request a transfer to another programme/specialty before the fourth semester of the study.

Art. 21 (1) When transferring, the student's grades are aligned with the curriculum of the new programme/specialty.

(2) Within a fixed time period set by the Deputy Rector for Academic Affairs and Quality or the Academic Director, the student is obliged to pass successfully all the examinations for the subjects which have not been allocated with relevant *ECTS* credits on the curriculum from the previous semesters of the new specialty.

Art. 22 The student has to pay the tuition fee for the new programme.

Chapter Six. TRANSFER TO ANOTHER EDUCATIONAL-QUALIFICATION DEGREE DURING SEMESTRIAL TRAINING

Art. 23 (1) A transfer from educational-qualification degree "Professional Bachelor in ..." to educational-qualification degree "Bachelor" can be done in the same programme/specialty by submitting an application to the Deputy Rector for Academic Affairs and Quality or the Academic Director.

(2) A transfer of degree "Bachelor" in degree "Professional Bachelor in ..." can be done in the same specialty by submitting an application to the Deputy Rector for Academic Affairs and Quality or the Academic Director.

(3) The transfer is only possible/permitted before the beginning of the semester and shall take effect on the first day of classes/the semester.

(4) Transfer of degree "Professional Bachelor in ..." in degree "Bachelor" and EQD "Bachelor" in degree "Professional Bachelor in ..." is permitted/is allowed no later than one month after enrollment in the fifth semester.

Art. 24 (1) When the student is transferred in the new degree the grades are equated/mapped to the curriculum of the same programme in the new academic degree (qualification degree).

(2) Within a fixed time period set by the Deputy Rector for Academic Affairs and Quality or the Academic Director, the student is obliged to pass successfully all the examinations for the subjects which have not been allocated with relevant *ECTS* credits on the curriculum from the previous semesters of the new specialty.

Art. 25 Students pay their tuition fee in accordance with the fee for the same programme in the new educational-qualification degree.

Chapter Seven. CLASSES AND ATTENDANCE

Art. 26 (1) Students are required to attend classes in each/all the modules on the curriculum of their programme. The semester schedule is prepared by the Student Affairs office and approved by the Rector, the Deputy Rector for Academic Affairs and Quality or the Academic Director.

- (2) On-line participation or presence via video-link are both recognized as attendance;
- (3) Non-attendance without relevant mitigating circumstances can occur for no more than 20 percent of the language classes and seminars and no more than 40 percent of the rest of the lectures.
- (4) Attending classes is necessary to complete the requirements of curriculum. For students enrolled to an individual programme of study, the lecturer sets individual inclass activity assignments in the respective discipline.
- (5) In a case of mitigating circumstances, with the permission of the Dean or the Director of *VUM* part-time students are permitted not to attend classes, for a period of no more than two semesters for the full duration of the study programme.
- (6) Students` presence is registered in an attendance list, filled by the lecturer in the discipline. The attendance sheet is stored in a Student Affairs office for the current academic year.
- (7) In the absence of the lecturer/if the lecturer is absent students are informed by the Student Affairs officers and the classes are rescheduled for another date.
- (8) If a student engages in activities or inappropriate behaviour during classes that interferes the study process in classes, the lecturer has the right to send the student away, and fill in an absence for the student in the attendance sheet.

Art. 27 Class attendance is not mandatory for students on an individual study plan, however, they are required to attend exams with the administrative group they are enlisted in.

Art. 28 Within ten days of the absence due to illness, the student has to submit a written request to the Student Affairs Department along with the relevant medical documentation for the absence period in order for them to be excused.

Art. 29 Absences that are done due to participation to University-sponsored athletic, cultural or other events are permitted in advance by the Dean or by the Director of *VUM*.

Art. 30 Requests and documents for excusing the student's absence are stored in the personal files/records of students during the academic year.

Art. 31 With registered unexcused absences per semester in a course exceeding allowable rates under Article 26, the students have no right to challenge their assessments and/or request a re-evaluation in the relevant discipline.

Chapter Eight. EXAMINATION SESSIONS. ASSESSMENT.

Art. 32 (1) Each student has the right to take an exam or other attending form of assessment and/or to pass a coursework in a given discipline 3 times within the curriculum for the relevant academic year: a regular, resit and liquidation session on the dates set for his/her administrative group according to the academic schedule for the examination sessions.

(2) Failure to take an exam without no mitigating circumstances for any of the sessions specified in (1) does not entitle the student to additional appearances within the curriculum and the schedule of the administrative group for the respective academic year.

(3) If the final mark is Fail (2) the student attends an exam/submits course work on the next exam due-date, according to the schedule for the current academic year in the assessment element/s, that is/are assessed with mark lower than the required minimum, according to the marking scheme described in this document.

(4) When the final mark is Failure (2) due to a continuous assessment element below the required minimum according to the assessment scales described in this regulation, the teacher must decide on the form and content of the test at the next examination date, incorporating the weight of the current control in the final assessment

Art. 33 (1) The Students Affairs Department is responsible for setting up the examination schedule which should be approved by the Rector or the Deputy Rector for Academic Affairs and Quality in the beginning of each academic year.

(2) For students attending programmes with partner institutions, including joint and/or double degree programmes, the academic regulations of the partner institution apply.

Art. 34 A student is allowed to sit a liquidation session only if he/she has no more than 4 disciplines of their curriculum for the current year that have not been awarded with the relevant *ECTS* credits from the regular and resit sessions (excluding the *ECTS* credits awarded during their practice training in the industry).

Art. 35 (1) According to Article 19 of this regulation a student is allowed to a conditional exam/submission of coursework. In order to be allowed to a conditional examination/submission of coursework the student is required to pay the appropriate fee fixed by the Instruction for the amount of administrative fees.

(2) The results of students who are allowed to a conditional exam/submission of coursework are written in an individual protocol, provided by the Students Affairs Department only after the student presents a proof of payment of the appropriate administrative fee in an amount fixed by the Instruction for the amount of administrative fees.

Art. 36 Students in an individual study programme are allowed to attend all examination dates for the relevant subjects during the regular sessions and the resit sessions, but within the appropriate period according to the individual study programme they are enrolled to and after completion of all in-class activity requirements, set by the lecturer in the discipline according to the individual study programme.

Art.37 All exams, tests and course work papers are written in *VUM* and are completely anonymous to examiners, except for practical exams and presentations.

Art. 38 (1) Every student is allowed to examine their written assignment papers in three days after the results are announced.

(2) For students attending programmes with partner institutions, including joint and/or double degree programmes, the academic regulations of the partner institution apply.

(3) On reasonable grounds students may object to examination results in 7 days after they (the results) are announced by submitting an application to the Deputy Rector for Academic Affairs and Quality or the Academic Director.

(4) The Deputy Rector for Academic Affairs and Quality or the Academic Director may require a reassessment of the written assignment (papers) within three working days after receiving the application by a committee composed by the Deputy Rector or the Academic Director.

(5) The committee decision/assessment is final and may not be objected.

Art. 39 (1) A student is allowed to re-sit an exam or resubmit a coursework to improve their mark/for improving their results once in each discipline with the exception of the state exam and/or the diploma thesis defense.

(2) When attending an exam/submitting a course work to improve their mark, students have their previous mark in the discipline canceled.

(3) When attending an exam/submitting a course work to improve their mark, the new mark is final and cannot be altered and the student is responsible for all the consequences that may arise.

(4) A student is allowed to resit an exam or resubmit a coursework to improve their mark if he/she has a positive final mark in the subject, formed according to article 46 of this regulation and has paid an administrative fee in an amount fixed by the Instruction for the amount of administrative fees.

(5) A positive final mark is considered a mark different than Failure (2), regardless of the results in the individual evaluation elements for the discipline.

(6) A student is allowed to re-sit an exam or resubmit a coursework to improve their mark on the next possible exam date according to the approved examination schedule.

Art. 40 In a case of a proven allegation of unfair practice under the regulation for prevention, detection and sanctioning of plagiarism and other unethical practices, the student attends an exam or submits a coursework after a proven allegation of unfair practice and has to pay a fixed fee fixed by the Instruction for the amount of administrative fees.

Art. 41 (1) Examination papers and course work papers in *VUM* can be double-marked by a second lecturer.

(2) The second marker is assigned by the Deputy Rector for Academic Affairs and Quality, or in his absence - by the Academic Director

(3) The final mark/result is consolidated between the first and the second markers' assessment.

(4) If the first and second marker are unable to consolidate the final mark for the respective exam or course work paper, the final mark should be decided upon by the Deputy Rector for Academic Affairs and quality.

Art. 42 (1) All examination papers and course work papers are stored in the archive of the Student Affairs Department for a period of five years after the examination or submission of the course work.

(2) After the respective period under par. 1 the examination papers and course work papers will be destroyed.

(3) Dissertations are stored for unlimited time.

Art. 43 (1) Lecturers prepare written assignments for each assessment element based on the standard adopted by *VUM* and set in the Standards for the development of *VUM* training documentation.

(2) The lecturer completes an evaluation form, a copy of which after double marking, if any, can be provided to students by the Student Affairs Department.

Art. 44 (1) The lecturer receives students' examination and coursework papers in the respective Student Affairs hand-in office for signature and return them against signature.

(2) After assessment the lecturer hands back the exam papers and coursework papers within a period determined by the Academic Director.

(3) After assessment the second marker, hands back the exam papers and coursework papers within a period determined by the Academic Director.

(4) If the indicated in paragraph 2 and 3 deadlines can't be met due to objective reasons, (travel, illness, a high level of academic and/or administrative work in *VUM*, etc.), the deadline for submission of results and completed marking forms may be extended by the Academic Director in compliance with the lecturer of the discipline.

Art. 45 It is the lecturer's obligation/responsibility to register/fill in the results/marks in the examination protocols and in the register books within 5 working days after the announcement of the examination results.

Art. 46 Rules/Regulations for assessing the knowledge, skills and competencies of students.

(1) The student's knowledge, skills and competencies are being assessed through acquisition and transfer of *ECTS* credits in compliance with the Higher Education Act and the regulations for its implementation.

(2) The assessment elements which form the final mark on the subject are being assessed in compliance with the marking criteria, with regards to the characteristics of the discipline and in accordance with the Generic evaluation criteria for exams and course works assessment at *VUM* (Appendix 1) according to the scale for conversion of the grade to a six-point grading scale (Appendix 2a and appendix 2b). The assessment of exams and course works in foreign languages is in accordance with the Common European Framework of Reference for languages in the European Education Systems,

according to the scale for conversion of the grade to a six-point grading scale (Appendix 3).

(3) The mark for each assessment element and the final grade on the subject are assigned using percentage points according to a grading scale from 0 to 100 percentage points.

The final mark is converted according to a six-point grading scale as follows:

1. For all disciplines except language learning (Undergraduate programmes):

Up to 39 p. - Poor 2

40-49 p. - Satisfactory 3

50-59 p. - Good 4

60-69 p. - Very good 5

70-100 - Excellent 6

2. For all disciplines except language learning (Postgraduate programmes):

Up to 49 p. - Poor 2

50-54 p. - Satisfactory 3

55-59 p. - Good 4

60-69 p. - Very good 5

70-100 - Excellent 6

3. For all the language learning subjects:

To 44 p. - Poor 2

45-59 p. - Satisfactory 3

60-74 p. - Good 4

75-84 p. - Very good 5

85 -100 p. - Excellent 6

(4) The mark of each assessment element shall not end in 9. If an assignment is assessed with more than 79 points, the lecturers are required to submit a one-page explanation about the contributions of this student work along with the assessed assignment.

(5) If the student has not attended the mid-term exam or the final exam or has not submitted an assignment, a mark of 0 % is recorded. The minimum score for attending a mid-term exam or a final exam is 1 %. The minimum score for submitting an assignment is 1 %.

(6) Assessing subjects with one evaluation element:

The final mark is a value equal to the mark of the element estimated as specified in paragraph 2.

(7) Assessing subjects with two or more assessment elements:

The final result is an average value/score of the results in the assessment elements formed as assigned in paragraph 2.

(8) Assessing assignments and exams while suspected plagiarism

1. The lecturer is required to assess the course work assignment or exam paper accordingly no matter there is considered, suspected or proved plagiarism. The original mark awarded is being confirmed only after the plagiarism suspicion is rejected with a decision of the Ethics Committee for Academic Unity in *VUM*. Whether there are doubts or clear evidence of plagiarism in course works or written assignments in the context of the conducted exam, the examiner assesses elements according to the quality of the course or exam work. The mark is recognized in subsequent rejection of suspected plagiarism by a decision of the Ethics Committee for Academic Unity in *VUM*.

2. If there is a proof of plagiarism under the regulation for prevention, detection and sanctioning of plagiarism and other unethical practices in *VUM*, the original mark awarded is being canceled and a mark of zero shall be awarded (administratively).

Chapter Nine. COURSE WORK SUBMISSION. CONDUCT OF EXAMINATIONS/CONDUCTING OF EXAMS AND OTHER FORMS/TYPES OF ASSESSMENT.

Art. 47 Course work submission

(1) Students submit their assignments to a specialized office (i.e. "Hand-in office") at the Student Affairs Department against signature within the approved schedule.

(2) The student is supposed to submit an electronic copy of the course work/assignment to the hand-in office by email within the approved schedule.

(3) Students are required to upload their assignments to a specific platform/online platform for plagiarism check within the approved schedule in a way specified in the Standards for the development of *VUM* academic documentation.

(4) All assignments are subject to plagiarism check according to the regulation for prevention, detection and sanctioning of plagiarism and other unethical practices.

(5) The student is not allowed to submit coursework directly to the lecturer on the discipline.

(6) Late submission of a coursework (If a coursework is submitted after the due date) it is considered as non-submission and the assignment will not be accepted unless the lecturer in the discipline accepts it as a submission for the next examination session.

Art. 48 Carrying out examinations and other types of assessment.

(1) Students attend exams according to the approved schedule and the provisions of these Regulations.

(2) Students are required to be in their seats on time at the beginning of the exam.

(3) A student is allowed to enter the examination room no later than half an hour after the beginning of the exam. The duration of the exam may not be extended (prolonged) no matter, whether the student has appeared in time. (Additional time for the examination is not permitted).

(4) No candidates will be allowed to leave the examination room until forty-five minutes after the time fixed for the commencement of the examination in each subject. No candidate will be allowed to leave the examination room during the last fifteen minutes of the examination.

(5) Candidates will enter the examination room only when the invigilator gives permission, and will be assigned seats.

(6) Candidates will be required to present a valid student identification card with a photographic image to prove their identity. Additional authentication may be required for computer aided assessment.

(7) Candidates should not wear any clothing which could be concealing headphones or prevents an invigilator identifying the candidate from the student ID card. Candidates will be asked to remove any headwear which is not required to be worn for religious, cultural or other purposes. Where a candidate wears a facial covering, a member of staff of the same sex as the candidate will invite the candidate to accompany the member of staff to a private room for a check on identity before the commencement of the examination. Such a check may be extended to ensure that the candidate is not attempting to take into the examination any equipment or materials other than those permitted by these Regulations. Any failure to comply with this regulation will result in the candidate's exclusion from the examination room.

(8) Students with inappropriate clothing according to clothing standards/laws in public places in the country are not allowed in the examination room.

(9) Coats, cases and books brought into the examination room must be left at the front or rear of the room as directed by the invigilator.

(10) Candidates may take to their examination desk only such books, mathematical or other tables, printed documents, manuscripts, notes, formulae, electronic equipment or other source of information or assistance as have been approved by the lecturer. In some cases, where appropriate, candidates will be provided by the University with such materials and/or equipment, if the examiners consider necessary. For each specific examination materials and/or equipment to be permitted in examination rooms shall be listed on the examination question paper and candidates shall be notified in advance. All electronic devices such as mobile phones and watches, where possible, must be placed in bags or clothing pocket or must be switched off and placed on the desk and must not be used during the examination. Electronic devices in the student or on their desk which are not switched off are considered unfair practice and the case is to be reported and

investigated according to provisions of the regulation for prevention, detection and sanctioning of plagiarism and other unethical practices.

(11) Personal items brought into the examination room are the responsibility of the student who brought them.

(12) A student wishing to leave the examination room temporarily must first quietly attract the attention of the invigilator who will arrange for the candidate to be escorted. Any candidate who leaves the examination room without permission of the invigilator shall be deemed to have withdrawn from the examination and shall not be re-admitted to the examination room. In this case the examination paper is considered submitted for assessment in the state the student has left it before leaving the room.

(13) The examination paper must not be touched until the invigilator gives permission.

(14) During the examination, candidates must not leave their desks for any purpose except under circumstances referred to in paragraph 12 in this article. Should a candidate require paper or a notebook etc. he/she should attract the attention of the invigilator by raising a hand and inform the invigilator quietly of his/her needs.

(15) The Candidate's student number and/or other required information must be placed on every notebook or sheet of paper handed in, in a way assigned in it (in a manner specified in them) so that confidentiality is guaranteed.

(16) At the end of examination or when the student completes the exam, they must submit it to the invigilator, who in the presence of the student checks that all data is correct and, if necessary, asks the student to do so. In the presence of the student, the invigilator conceals the data in the exam paper in a manner specified in the test materials.

(17) It is the student's responsibility to ensure that answers provided in examination papers are legible and can be assessed and marked accordingly.

(18) Exam papers with written additional data/information which breaks the confidentiality is being canceled and the student is being considered as not attended to the exam.

Chapter Ten. PRACTICAL TRAINING AND INTERNSHIPS

Art. 49 Students are required to participate in practical training (educational practices), when it is part of the disciplines of the programme curriculum. Practical training is being conducted according to a timetable confirmed by Student Affairs Department and compliant to the approved schedule for the academic year and the capacity of the host institution where the practice is taking place.

Art. 50 (1) Students with more than 20 % absences of practical training classes are not allowed to attend the examination.

(2) The student is required to participate to the practical training classes which they have missed in a period of time compliant to the host organization and to the approved schedule for the current academic year.

Art. 51 The participation of students in internships, the documentation of the internships, the terms and conditions for participation are set in accordance with the Summer Internships Guide.

Chapter Eleven. GRADUATION

Art. 52 (1) Only graduates who have completed successfully all semesters and subjects are granted a graduate examination session.

(2) A semester graduate is considered a student who has been awarded *ECTS* credits in all subjects of the curriculum of the specialty, including training sessions and practical training, if provided in the curriculum of the programme/specialty.

(3) The Rector, or in his absence, the Deputy Rector for Academic Affairs and Quality issues an instruction for admission to graduate examination session of semester graduates.

Art. 53 Students in Professional Bachelor's, Bachelor's or Master's educational and qualification degree complete their studies by submitting a dissertation.

Art. 54 Instructions for the development of a dissertation are prepared as a separate document, which is published in the electronic learning online platform of *VUM* and on the official website of *VUM*.

Art. 55 Submission dates for dissertations are fixed in the schedule for the current academic year, approved by the Rector or the Deputy Rector for Academic Affairs and Quality.

Art. 56 If a graduate student fails to attend graduate examination session without mitigating circumstances, the right of the student to attend the relevant examinations is considered used.

Art. 57 For students attending programmes with partner institutions, including joint and/or double degree programmes, the academic regulations for graduation of the partner institution apply.

Art. 58 (1) The final grade in the Diploma represents the average value of the average mark for all the semesters of study and the mark for the dissertation.

(2) The average mark for all the semesters of study is the average value of the results of all disciplines according to the curriculum of the respective programme of study.

(3) The mark for the dissertation is the final assessment of the defense of the dissertation.

Art. 59 A student is allowed to attend dissertation defense within a period of 4 academic years from the date of the instruction for admission to graduate examination session.

Chapter Twelve. UNFAIR PRACTICES

Art. 60 All allegations of unfair practice by students, academic staff and lecturers of *VUM* are settled under the regulation for prevention, detection and sanctioning of plagiarism and other unethical practices and in accordance with all other rules and regulations in *VUM*.

Chapter Thirteen. TUITION FEES. SCHOLARSHIPS

Art. 61 There is a tuition fee that students have to pay to enroll on a programme at *VUM*.

Art. 62 A student is considered enrolled for the respective semester provided his/her semester fee has been paid and his/her student book has been signed and stamped by the staff at Student Affairs Department.

Art. 63 (1) Students are required to pay their semester fee before the beginning of each semester. The exact deadline is set in a formal decision by the Rector before the beginning of each semester.

(2) If a student fails to pay their semester fee before the due date, an interest is being added to the amount of the fee (equals to the basic interest rate plus 10 basis points) for which a formal decision is issued by the Rector.

(3) Students who do not meet the requirements of Article 62 are not allowed to attend any examinations and their assignments are not marked.

Art. 64 (1) The fee for students who have paid the appropriate semester fee for the respective semester, but have suspended their studies before the beginning of the semester, is refunded at 100 %.

(2) The fee of students who have paid the appropriate semester fee for the respective semester, but have suspended their studies in a week after the beginning of the semester, is refunded at 75 %.

(3) The fee of students who have paid the appropriate semester fee for the respective semester, but have suspended their studies in a two weeks period after the beginning of the semester, is refunded at 50 %.

(4) The fee of students who have paid the appropriate semester fee for the respective semester, but have suspended their studies in a three weeks period after the beginning of the semester, is refunded at 25 %.

(5) For students who have paid the appropriate semester fee for the respective semester, but have suspended their studies after more than three weeks period of the beginning of the semester, the amount of the fee is not refundable.

(6) The fee amount is not refundable in case the student has received a temporary residence permit for settling in Bulgaria and his visa is issued on the grounds of his studies in *VUM*.

(7) Deferral of the tuition fee is admissible in exceptional cases with a formal decision of the Rector.

Art. 65 (1) When family members (brothers/sisters, parents/children, spouses) are studying in *VUM* at the same time, each family member receives an additional scholarship specified in the financial conditions for setting the amount of tuition fees, terms and conditions of payment, discounts and the opportunity for scholarships for specific academic year.

(2) The discount is valid for the period of simultaneous studying of the family members in *VUM*.

Art. 66 (1) All the *VUM* students are allowed to apply for first year scholarship or for academic performance scholarship granted by *VUM* and/or partner institutions and social scholarship.

(2) The rules for awarding a scholarship or social scholarship are defined in the financial terms for admission of students during the particular academic year and are valid until the end of their studies. Changes in financial conditions in subsequent academic years concern only newly admitted students.

(3) The financial incentive to the student can be in the form of discount of the tuition fee. After the full amount of the semester fee has been paid in, it is possible gradual recovery of the amount already paid.

Chapter fourteen. ADMINISTRATIVE PROCEDURES

Art. 67 The student's status and student's academic performance information is private and confidential. It cannot be provided to third parties except in the following cases:

- (1) To State authorities in Bulgaria or State authorities of the student's native country.
- (2) To competent authorities when the student applies for a visa in a third country;
- (3) To participate in programmes for student mobility;
- (4) To partner institutions under agreements with *VUM*, including contracts for joint and/or double degrees;
- (5) To third parties when providing notarized power of attorney.
- (6) To third parties - parent, guardian, and others who pay the student's tuition fees.

Art. 68 All documents regarding a student's studies are stored in the personal record of the student at Students' Affairs Department.

Art. 69 All questions regarding the process of study - semester validation, academic performance, moving to a higher year of study, applications, diplomas, certificates, academic transcripts, formal notes refer to the staff at the Students' Affairs Department.

Art. 70 (1) It is the responsibility of the lecturer in the respective discipline to duly record students' results in the examination protocols.

(2) It is Student Affairs Staff's responsibility to properly store the documents.

Art. 71 After official announcement of results for each discipline every student is required to provide their student book to the group representative who should present all the student books to the lecturer to write down the marks.

Art. 72 (1) All applications regarding period of studies, to the Rector, Deputy Rector for Academic Affairs and Quality or the Academic Director shall be submitted to Student Affairs office.

(2) Applications submitted to the Rector are subject to consideration by the Rector only if Deputy Rector for Academic Affairs and Quality, Academic Director, an employee of the accounting and finance department and/or a Student Affairs officer expressed his official opinion on the issue.

Art. 73 (1) Within one week after the beginning of the academic year, each lecturer settles the dates for consultations with students.

(2) After the lecturers provide their visiting hours and hours for consultation, the Students' Affairs Department Staff are required to upload the information on the official website of *VUM*.

Art. 74 (1) The lecturer is required to reply to emails of students, emails of the Students' Affairs Department Staff and other official correspondence within 24 hours of reception of the email, except for the period of leave.

(2) During a leave, response time is within 72 hours.

Art. 75 (1) Academic transcript of results is issued by the Student Affairs Department within 5 working days after the submission of a written request by the student.

(2) In order for the academic transcript to be issued formally, the student has to pay an administrative fee which is fixed by the Rector.

(3) Confirmation of enrollment/Certificate/Statement of student's status is issued by the Students' Affairs Department.

(4) In order for confirmation of enrollment to be issued formally, the student has to pay administrative fee which is fixed by the Rector.

(5) Forms for student bank loans are issued by the Students' Affairs Department.

Art. 76 (1) Health insurance fees of students under 26 years of age, who are EU citizens, are done at the expense of the state budget of the Republic of Bulgaria.

(2) At the beginning of each academic year, each student must complete a declaration of health insurance form, according to Article 40, Paragraph 3, Item 2 of the *Health Insurance Act*, which after completing is returned to the student affairs officer within 10 working days after the beginning of the academic year.

(3) *VUM* is not responsible for the health insurance status of a student who meets the requirements of Article 2, but has not filed a declaration in the prescribed period.

(4) In case the declared circumstances on health insurance have changed, the student is required to fill and submit a new declaration within 3 days of the change.

Art. 77 In case of change in the address, phone number, email address and/or the marital status, the student is required to notify the student affairs officers.

Art. 78 In case of suspension of studies, temporary interruption of studies, successful completion of the academic year and graduation, the student is required to submit an application to the student affairs officers and also signed clearance form.

Art. 79 Within 10 days after the beginning of the academic year each administrative group of students is required to elect a student representative who represents students' opinion whenever there are any issues and problems related to their studies, submits students' books to the student affairs officers for stamp and sign.

Art. 80 All academic matters regarding enrollment, repeating a year of study, examination allowances and assessment of students enrolled on collaborative programmes with partner institutions, are under the provisions and regulations of the partner institution/s.

Art. 81 Students' relations with *VUM's* Library and Information Complex (LIC) are stipulated by the Rules for LIC usage approved by the Rector of *VUM*.

Art. 82 Issues or specific situations, which are not regulated in these Rules, are dealt with on the basis of the Rector's decision.

Art. 83 For issues that are not covered under this Regulation, the provisions of the Higher Education Act and the related regulations are applied.

Chapter fifteen. ADMINISTRATIVE SANCTIONS

Art. 84 (1) A student who willfully violates the Higher Education Act and the regulations of *VUM* shall be penalised by:

1. Cancellation of a mark
2. Reprimand
3. Warning for suspension
4. Suspension

(2) The penalty under paragraph 1 item. 1, 2 and 3 of this Article shall be imposed by order of the Rector or the Deputy Rector for Academic Affairs and quality. The penalty under item 4 of this Article shall be imposed by order of the Rector at the suggestion of Deputy Rector for Academic Affairs and Quality and/or the Ethics Committee for Academic Unity in *VUM*.

(3) Students suspended in accordance with paragraph 1 item 4 of this Article may be reinstated under the provisions of this regulation.

Chapter Sixteen. TRANSITIONAL AND CONCLUDING PROVISIONS

Art. 85 (1) This regulation was adopted by the Academic Board of *VUM* on 24.02.2016 (Protocol No. 1).

(2) This regulation shall enter into force on the day of its adoption.

Art. 86 Subsequent amendments to the regulation shall enter into force after their adoption by the Academic Board of *VUM*.

Art. 87 For issues, which are not addressed in this regulation or in specific circumstances, the final decision is taken at the discretion of the Rector.

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Appendices

Appendix 1

GENERIC MARKING CRITERIA

GENERIC BAND DESCRIPTORS

Category: 70%-79%

This band of marks represents that in the work presented for assessment, students awarded marks/grades within this band will have demonstrated a full and detailed understanding of the set task and an ability to have met the learning outcomes and address the assessment criteria at an **excellent** level.

Within the assessment submission the student:

- Demonstrates a detailed knowledge and systematic understanding of key aspects of the field of study relevant to the task. There is strong evidence of an ability to extend, transform and apply such knowledge. The student also demonstrates an ability to engage in confident discussion of complex concepts and to recognise the limitations and/or ambiguity of

disciplinary knowledge. Independent thinking and original insights are also features of work at this level.

- Demonstrates an ability to communicate information, complex ideas and concepts in a coherent and succinct manner. The standard of presentation is high and the format appropriate. Key points are logically organised and in written work, the style is lucid and mature. Arguments are well-defined and clearly articulated.
- Demonstrates an ability to undertake detailed analysis and critical enquiry of qualitative and quantitative data relevant to the task/discipline by making excellent use of a number of appropriate techniques. The student is highly successful in presenting, synthesising and commenting on outcomes and is able to comment perceptively and with insight on the relationship between theory and practice.
- Demonstrates a detailed and thorough knowledge of current research/advanced scholarship in the discipline. The use of scholarly reviews/primary sources is confident and a breadth and depth of individual reading and investigation, extending beyond the sources provided, is apparent. The referencing of literature and other sources is accurate and in line with academic conventions. A thorough knowledge and understanding of research processes, techniques and methods is demonstrated along with an ability to apply research knowledge and skills successfully in appropriate contexts.
- Demonstrates an ability to engage in critical evaluation of concepts/arguments/data and to make appropriate and informed judgements. Arguments are well developed, sustained and substantiated. Where relevant, assumptions are challenged and there is clear recognition of the complexities of academic debate. Appropriate and sometimes innovative solutions are offered to problems. There is strong evidence that the student is able to reflect effectively on her/his own practice. Critical evaluation of the student's own work and/or professional practice is highly perceptive and there is a full awareness of the implications for future development.

Category: 80%-89%

This band of marks represents that in the work presented for assessment, students awarded marks/grades within this band will have demonstrated a full and detailed understanding of the set task and an ability to have met the learning outcomes and address the assessment criteria at an **outstanding** level.

Category: 90%-100%

This band of marks represents that in the work presented for assessment, students awarded marks/grades within this band will have demonstrated a full and detailed understanding of the set task and an ability to have met the learning outcomes and address the assessment criteria at an **exceptional** level.

Further to the five descriptors listed in the **70%-79%** band, characteristics of work in the **80%-89%** and **90%-100% bands** include the following.

- Work is of a standard deemed to be worthy of publication / manufacture / public exhibition / public performance.
- In written coursework, reference citations extend significantly beyond the main body of reading normally expected in the discipline/field of study. In examinations, a substantial range of reference citations are included.
- Work may challenge the boundaries of knowledge within the discipline/field of study and is informed by innovative and/or creative thinking.
- New insights are offered that are informed by critical evaluation of current research/scholarship/professional practice.
- Students demonstrate the ability to design and undertake their own research or advanced scholarship, applying relevant techniques and methods appropriately.
- The exceptional standard of the work extends beyond that expected at Level 6 and has features consistent with Level 7.

Category: 60%-69%

This band of marks represents that in the work presented for assessment, students awarded marks/grades within this band will have demonstrated a full understanding of the set task and an ability to have met the learning outcomes and address the assessment criteria at a **good** level.

Within the assessment submission the student:

- Demonstrates a detailed knowledge and thorough understanding of key aspects of the field of study relevant to the task. There is clear evidence of an ability to apply such knowledge, and in some contexts, to extend and

transform it. The discussion of complex concepts is often tackled successfully and there is evidence of independent thinking.

- Demonstrates an ability to communicate information, ideas and concepts clearly and succinctly. Work is well presented and the format appropriate. Key points are appropriately organised and in written work, the writing style is fluent and arguments are well articulated.
- Demonstrates an ability to undertake detailed analysis and critical enquiry of qualitative and quantitative data relevant to the task/discipline by making use of appropriate techniques and has considerable success in presenting, synthesising and commenting on outcomes. There is some linkage between theory and practice.
- Demonstrates a thorough knowledge of current research/scholarship in the discipline. Examples referred to indicate a breadth and depth of individual reading and investigation that extend beyond the sources provided. The referencing of literature and other sources is almost always accurate. A secure knowledge of research processes is evident along with an ability to apply research skills and knowledge in the appropriate context.
- Demonstrates an ability to engage in critical evaluation and reflection. Arguments are clearly considered and substantiated and there is evidence of an ability to make appropriate judgements and to suggest solutions to problems. The student also demonstrates an ability to engage in reflective practice and to take account of personal evaluations when planning for future development.

Category: 50%-59%

This band of marks represents that in the work presented for assessment, students awarded grades within this band will have demonstrated a secure understanding of the set task and an ability to have met the associated learning outcomes and address the assessment criteria at a **satisfactory** level.

Within the assessment submission the student:

- Demonstrates a sound knowledge and understanding of most key aspects of the field of study relevant to the task and there is some evidence of an ability to apply such knowledge. Although there may be a tendency to reproduce information received from elsewhere (e.g. programme materials), there is still some evidence of independent thinking. A few errors and/or misconceptions may be present but these will not be in important areas.

- Generally demonstrates an ability to communicate information, ideas, concepts and arguments successfully. Overall, the structure and format of the work are appropriate. There may be occasional faults in the presentation of work but overall, these do not detract from the clarity of expression.
- Demonstrates an ability to utilise some techniques to undertake analysis and enquiry of qualitative and quantitative data relevant to the task/discipline and generally has success in presenting, synthesising and commenting on outcomes.
- Demonstrates a sound knowledge of current research/scholarship in the discipline and shows an ability to discuss its implications. Examples of research/scholarship referred to in the work demonstrate individual reading and investigation. Occasional errors may be present in the referencing of literature and other sources. Some knowledge of research processes is evident and the application of research skills and knowledge is generally successful, although there may be a reliance on tutor support.
- Demonstrates, at times, an ability to critically evaluate and reflect although there may be some over-reliance on description and factual presentation. Arguments are usually substantiated. There is some evidence of the student's ability to evaluate and reflect on her/his own practice but reflections may lack insight and the implications for future development may be underestimated.

Category: 40%-49%

This band of marks represents that in the work presented for assessment, students awarded marks within this band will have demonstrated a basic understanding of the set task and an ability to have met the associated learning outcomes and address the assessment criteria at a **threshold** level.

Within the assessment submission the student:

- Demonstrates a basic knowledge and understanding of many aspects of the field of study relevant to the task. Reproducing information received from elsewhere (e.g. programme materials) is a frequent feature of work at this level. Errors and misconceptions will be evident but these are outweighed by the degree of knowledge and understanding demonstrated overall.
- Demonstrates some ability to communicate information, ideas, concepts and arguments. However, more success is achieved in describing and reporting factual information rather than communicating complex ideas. Generally, the work is appropriately structured although key points may not be logically sequenced. Although there will be faults in the presentation of work, the meaning is still clear.

- Demonstrates an ability to undertake some limited analysis and enquiry of qualitative and quantitative data relevant to the task/discipline and has intermittent success in presenting, synthesising and commenting on outcomes.
- Demonstrates some knowledge of current research/scholarship in the discipline and demonstrates an ability to provide limited comment and/or discussion of its implications. Examples of research/scholarship referred to in the work may indicate an over-reliance on programme materials rather than individual reading and investigation. There are errors in the referencing of literature and other sources. Some knowledge of research processes is evident although the application of such knowledge is less secure.
- Demonstrates a limited ability to critically evaluate and reflect. Although some critical reflection is evident, the balance within the work is likely to be in favour of description and factual presentation. Arguments are generally substantiated but may be under-developed. There is some evidence of the student's ability to evaluate and reflect on her/his own practice although reflections may be limited and superficial with little consideration of their relevance for future development.

Appendix 2a

Точки / Points	Бакалаври: Приравняване към шестобална оценка (всички предмети без чужди езици) Undergraduate students: Alignment with the Bulgarian grading scale (foreign language modules excluded)
0 - 39	Слаб 2 / Fail 2
40	Среден 3.00 / Fair 3
41	3.05
42	3.10
43	3.15
44	3.20
45	3.25
46	3.30
47	3.35
48	3.40
49	3.45
50	Добър 3.50 / Good 4
51	3.60
52	3.70
53	3.80
54	3.90
55	4.00
56	4.10
57	4.20
58	4.30
59	4.40
60	Много добър 4.50 / Very good 5
61	4.60

62	4.70
63	4.80
64	4.90
65	5.00
66	5.10
67	5.20
68	5.30
69	5.40
70	Отличен 5.50 / Excellent 6
71	5.52
72	5.53
73	5.55
74	5.57
75	5.58
76	5.60
77	5.62
78	5.63
79	5.65
80	5.67
81	5.68
82	5.70
83	5.72
84	5.73
85	5.75
86	5.77
87	5.78
88	5.80
89	5.82
90	5.83
91	5.85
92	5.87
93	5.88
94	5.90
95	5.92
96	5.93
97	5.95
98	5.97
99	5.98
100	6

Appendix 2b

Точки / points	Магистри: Приравняване към шестобална оценка (всички предмети без чужди езици) Postgraduate students: Alignment with the Bulgarian grading scale (foreign language modules excluded)
0 - 49	Слаб 2 / Fail 2
50	Среден 3.00
51	3.10
52	3.20
53	3.30
54	3.40
55	Добър 3.50 / Good 3.50
56	3.70
57	3.90
58	4.10
59	4.30

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60	Много добър 4.50 / Very Good 4.50
61	4.60
62	4.70
63	4.80
64	4.90
65	5.00
66	5.10
67	5.20
68	5.30
69	5.40
70	Отличен 5.50 / Excellent 5.50
71	5.52
72	5.53
73	5.55
74	5.57
75	5.58
76	5.60
77	5.62
78	5.63
79	5.65
80	5.67
81	5.68
82	5.70
83	5.72
84	5.73
85	5.75
86	5.77
87	5.78
88	5.80
89	5.82
90	5.83
91	5.85
92	5.87
93	5.88
94	5.90
95	5.92
96	5.93
97	5.95
98	5.97
99	5.98
100	6

Appendix 3

Точки / points	Приравняване към шестобална оценка (чужди езици) Alignment with the Bulgarian grading scale (foreign language modules)
0-44	Слаб 2/ Fail 2
45	Среден 3.00 / Fair 3
46	3.03
47	3.07
48	3.10
49	3.13
50	3.17
51	3.20
52	3.23
53	3.27
54	3.30
55	3.33
56	3.37
57	3.40
58	3.43
59	3.47
60	Добър 3.50 / Good 3.50
61	3.55
62	3.60
63	3.65
64	3.70
65	3.75
66	3.80
67	3.85
68	3.90
69	3.95
70	4.00
71	4.10
72	4.20
73	4.30
74	4.40
75	Много добър 4.50 / Very good 4.50
76	4.60
77	4.70
78	4.80
79	4.90
80	5.00
81	5.10
82	5.20
83	5.30
84	5.40
85	Отличен 5.50 / Excellent 5.50
86	5.53
87	5.56
88	5.59
89	5.63
90	5.67
91	5.69
92	5.72
93	5.75
94	5.78

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95	5.81
96	5.84
97	5.88
98	5.91
99	5.95
100	6