**RULES ON THE RECOGNITION OF EXAMS PASSED AT OTHER HIGHER EDUCATION INSTITUTIONS**

**The accompanying rules were approved by virtue of resolution of the Faculty Council of the Faculty of Economics and Business Administration, Minutes No 15/14 December 2020 and were updated by virtue of Minutes No 14/26 July 2021 and Minutes No 18/25 October 2021. They enter into force as of the academic 2021 / 2022.**

1. The accompanying Rules stipulate the terms and conditions and the procedure for the recognition by the Faculty of Economics and Business Administration at Sofia University "St. Kliment Ohridski" of exams passed at other higher education institutions. Their scope includes the recognition of exams part of:

* Student Mobility Erasmus+ Program
* Exams passed by students from the French programme in Economics and Business administration of the Faculty of Economics and Business Administration
* Upon admission of master's degree students having bachelor or master's degree in professional qualifications other than the PQ 3.7. "Administration and Management" and PQ 3.8. "Economics"
* In case of transfer from a foreign higher education institution to the Faculty of Economics and Business Administration

2. The application for recognition of marks from exams passed at other higher education institutions (in Bulgaria and abroad) is submitted by the student to the Dean of the Faculty of Economics and Business Administration by filling an application and provision of the following additional documents:

* Diploma, academic transcript, or sealed and signed certificate of passed exam, including those provided by French partner university.
* Curriculum in Bulgarian, English, German or French, containing the number of hours studied in the course, the number of credits and brief description of the course in Bulgarian or English, if no annotation is available in the curriculum or if the annotation is in French or German.

3. The recognition of the exams passed at a French university as part of a double degree bilateral agreement is carried out as per the concordance tables included in the appendices to each agreement and as per resolution of the incumbent lecturers of the respective courses at the Faculty of Economics and Business Administration.

4. All documents specified are provided electronically to the Secretary of the Faculty of Economics and Business Administration by signing in hand and scanning the application or by electronic signature. In case of finding of incomplete set of documents, the Secretary of the Faculty of Economics and Business Administration returns the documents to the students to complete them and if that does not happen within the respective deadlines, the application for recognition is finally rejected.

5. The deadlines for the submission of the applications and the accompanying documents are as follows:

* for Student Mobility Erasmus+ - after the return of the students from the mobility, but not later than two weeks after the beginning of each semester
* for exams passed by students from the French programme in Economics and Business administration of the Faculty of Economics and Business Administration - not later than 31st October for the winter semester and 15th March for the summer semester.
* upon admission in the Master's degree programme of students having Bachelor’s or Master's degree in professional qualifications **other** than PQ 3.7. "Administration and Management" and PQ 3.8. "Economics" after the end of the Master's degree admission campaigns and enrolment of the students in the Faculty of Economics and Business Administration, but not later than 31st October for the winter semester and 15th March for the summer semester;
* upon transfer of a student to the Faculty of Economics and Business Administration from a higher education institution abroad - in accordance with the internal university rules adopted by Sofia University "St. Kliment Ohridski" with respect to transfer of students, but not later than two weeks after the enrolment of the student.

6. The application submitted, and the accompanying documents are summarised by the Secretary of the Faculty of Economics and Business Administration in a register containing information regarding:

* the date of submission of the application;
* the full name of the student;
* the faculty number of the student;
* the Bachelor major or Master's degree programme;
* the title of the subjects from the other higher education institution and the title and credits of the subjects from the curricula of the Faculty of Economics and Business Administration for which the students’ requests recognition.
* the responsible lecturer of the subject at the Faculty of Economics and Business Administration.

The Secretary of the Faculty of Economics and Business Administration reconciles the marks in the exams passed to the six-grade system using the official scales in the cases when this is necessary.

7. The Secretary of the Faculty of Economics and Business Administration handles the first processing of the student's application, which includes:

* Assessment of the application is based on at least 80% match to the hours studied in the curricula of the Faculty of Economics and Business Administration. In case of mismatch the Secretary of the Faculty of Economics and Business Administration communicates directly with the students, assist them in the preparation of proper applications or directly rejects the application for recognition, if the mismatch is too high.
* The recognition of exams passed at a French university is made in coordination with the officer in charge of the French programme in Economics and Business administration on the base of the bilateral agreements signed. For applications of recognition of marks that meet all requirements and are subject to review, the communication is directly with the responsible lecturers in the respective subjects.
* For subjects that do not exist in the curricula of the Faculty of Economics and Business Administration or when the mismatch of the hours studied is too high, they make a proposal for their recognition as facultative subjects.
* Following receipt of feedback from the responsible lecturer in the subject, they add the information in the register with the mark that is recognised to the student.

8. The summarised documents and the register are provided to the Dean of the Faculty of Economics and Business Administration who makes the ultimate decision as to the recognition of the exams and the marks by 15th November for the winter semester and by 15th April for the summer semester.

9. The recognised marks from the exams passed are entered into an exam protocol by the respective officers responsible for the "Bachelor" and "Master" education degrees. Then they are obligatory signed and entered in the master register by the responsible lecturer. Each responsible lecturer of a course may refer to the "International Affairs and Foreign Students" officer at FEBA regarding the exams passed at a French university. The “International Affairs and Foreign Students" officer keeps the academic transcripts of the students provided in accordance with point 2 of the accompanying Rules.

10. Subjects that do not exist in the curricula of the Faculty of Economics and Business Administration and which are recognised as facultative, their protocols are signed, and the marks are entered in the master registers by the Deputy Dean of Education.

11. Within one week after the Dean's decision, the BA and MA administration officers inform the students by e-mail in case of non-recognition of a mark from their application.