**RULES ON THE ORGANISATION OF THE LANGUAGE STUDIES**

**AT THE FACULTY OF ECONOMICS AND BUSINESS ADMINISTRATION –**

**EDUCATION DEGREE "BACHELOR"**

**The accompanying rules were adopted by virtue of resolution of the Faculty Council of the Faculty of Economics and Business Administration, Minutes No 3/10 March 2020.**

**They enter into force as of the academic 2020/2021**

1. **REGARDING THE CURRICULA IN EFFECT AS OF THE ACADEMIC 2019/2020**

**GENERAL INFORMATION REGARDING THE LANGUAGE SUBJECTS**

**Major Economics and Finance (English programme) and Business Administration (English programme)**

* **compulsory subjects:**

General English in Economics (first and second semester) – 30/0+30/0

Business English (third and fourth semester) – 30/0+30/0

* **elective subjects:**

General German in Economics (first and second semester) – 30/0+30/0

General French in Economics (first and second semester) – 30/0+30/0

Business German (third and fourth semester) – 30/0+30/0

Business French (third and fourth semester) – 30/0+30/0

* **facultative subjects:**

Practical Bulgarian for foreigners – first and second semester – 0/30+0/30

Another foreign language I (Spanish, Italian, Russian) – first and second semester – 0/60+0/30

Another foreign language II (Spanish, Italian, Russian) – third and fourth semester – 0/60+0/30

Another foreign language III (Spanish, Italian, Russian) – fifth and sixth semester – 0/45+0/30

**Major Economics and Finance (French programme) and Business Administration (French programme)**

* **compulsory subjects:**

General French in Economics (first and second semester) – 30/0+30/0

Business French (third and fourth semester) – 30/0+30/0

* **elective subjects:**

General English in Economics (first and second semester) – 30/0+30/0

General German in Economics (first and second semester) – 30/0+30/0

Business English (third and fourth semester) – 30/0+30/0

Business German (third and fourth semester) – 30/0+30/0

* **facultative subjects:**

Practical Bulgarian for foreigners – first and second semester – 0/30+0/30

Another foreign language I (Spanish, Italian, Russian) – first and second semester – 0/60+0/30

Another foreign language II (Spanish, Italian, Russian) – third and fourth semester – 0/60+0/30

Another foreign language III (Spanish, Italian, Russian) – fifth and sixth semester – 0/45+0/30

**Major Business Administration (German programme)**

* **compulsory subjects:**

General German in Economics (first and second semester) – 30/0+30/0

Business German (third and fourth semester) – 30/0+30/0

* **elective subjects:**

General English in Economics (first and second semester) – 30/0+30/0

General French in Economics (first and second semester) – 30/0+30/0

Business English (third and fourth semester) – 30/0+30/0

Business French (third and fourth semester) – 30/0+30/0

* **facultative subjects:**

Practical Bulgarian for foreigners – first and second semester – 0/30+0/30

Another foreign language I (Spanish, Italian, Russian) – first and second semester – 0/60+0/30

Another foreign language II (Spanish, Italian, Russian) – third and fourth semester – 0/60+0/30

Another foreign language III (Spanish, Italian, Russian) – fifth and sixth semester – 0/45+0/30

**Major Accounting, Finance and Digital Applications in English**

* **elective subjects:**

General English in Economics (first and second semester) – 30/0+30/0

General German in Economics (first and second semester) – 30/0+30/0

General French in Economics (first and second semester) – 30/0+30/0

Business English (third and fourth semester) – 30/0+30/0

Business German (third and fourth semester) – 30/0+30/0

Business French (third and fourth semester) – 30/0+30/0

* **facultative subjects:**

Practical Bulgarian for foreigners – first and second semester – 0/30+0/30

Another foreign language I (Spanish, Italian, Russian) – first and second semester – 0/60+0/30

Another foreign language II (Spanish, Italian, Russian) – third and fourth semester – 0/60+0/30

Another foreign language III (Spanish, Italian, Russian) – fifth and sixth semester – 0/45+0/30

**ORGANISATION OF THE LANGUAGE STUDIES**

1. Language studies at the Faculty of Economics and Business Administration is taught primarily by full-time lecturers at SU "St. Kliment Ohridski". At the end of each academic year the Deputy Dean for Education at the Faculty of Economics and Business Administration coordinates with the respective Faculties the possibilities to provide full-time lecturers in the respective subjects and the need to attract part-time language lecturers.
2. Language studies at the Faculty of Economics and Business Administration is taught using uniform curricula approved by the Faculty Council. All lecturers teaching the respective languages follow one and the same curriculum.
3. Evaluation for all foreign language subjects is based on marks during the study period.

**Compulsory language subjects**

1. The groups in the compulsory subjects "(English, German, French) for General Economics" and "Business (English, German, French)" are formed by administrative groups (between 15 and 20 students) and no further changes of the groups are allowed.
2. Formation of a group of students from different BA degree majors is allowed if the number of students in one of the language classes is smaller.
3. The group in the subject "Practical Bulgarian for foreigners", which is compulsory for the foreign students, includes between 15 and 20 students for all bachelor’s degree majors. It is possible to form more groups of minimum 10 students each if the number of foreign students is bigger.

**Elective language subjects**

1. Studies of elective language subjects follow the same curricula as those in the compulsory form of studies, which requires language competence at the level required by the curriculum. No language studies are available for beginners or for students who need to reach the required level.
2. During the first week of the winter semester the students take an entry language test in accordance with the requirements of the respective curriculum.
3. The language study’s groups in the elective form are organised on the base of entry language test results. They include between 15 and 20 students. The Deputy Dean for Education is responsible for the formation of the groups.
4. The lists of the language groups in an elective form are announced on the website of the Faculty of Economics and Business Administration during the second week of the winter semester. The studies in the elective foreign language subjects starts as of the third week of the winter semester.
5. If the number of students who have successfully passed the entry language test is lower and if it is impossible to form a separate group:

* the students are directed to a suitable group that studies the respective language in a compulsory form; or
* no group is formed to study the respective language in an elective form and the students are redirected to other elective subjects from the curriculum.

1. Language subjects in the electable form are taught in two semesters. Students choose a specific foreign language for the entire academic year and once the choice is made, the revision is not possible.

**Facultative language subjects**

1. Foreign language studies in the facultative form are carried out only if a group of minimum 10 students is formed.
2. The creation of more than one group in the respective language in the facultative form is allowed only if the number of students in the group in the respective majors is exceeded (15-20 students).
3. **IN ACCORDANCE WITH THE CURRICULA AS OF THE ACADEMIC 2013/2014**

**GENERAL INFORMATION REGARDING THE LANGUAGE SUBJECTS**

During the academic 2020/2021 only 3rd and 4th course students will be taught as per study plans in the major "Economics and Finance" and in the major "Business Administration" as of the academic 2013/2014. One compulsory language subject is required (5th and 6th semester) – "Another foreign language III (English, German, French, Italian, Spanish or Russian)" with 45/0+30/0 hours.

**ORGANISATION OF THE LANGUAGE STUDIES**

1. The groups include between 15 and 20 students and are formed administratively on the base of the results “Another foreign language I" and "Another foreign language II" according to the SUSI data.
2. In case of smaller number of students who have studied some of the listed languages, a group of two majors could be formed.
3. At the end of the summer semester of the academic 2019/2020 the Bachelor administrative officers inform the Deputy Dean for Education about the number of the groups and the students enrolled in the respective languages.
4. The Deputy Dean for Education at the Faculty of Economics and Business Administration coordinates with the respective faculties the possibilities to provide full-time lecturers and / or the need to attract part-time lecturers in the respective languages.
5. The studies are carried out only following the curricula approved in the subject "Another foreign language III".