

# **RULES ON THE RECOGNITION OF EXAMS PASSED AT OTHER HIGHER EDUCATION INSTITUTIONS AND FACULTIES OF SOFIA UNIVERSITY ST. KLIMENT OHRIDSKI**

**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, Minutes No 18/25 October 2021, Minutes №1/17 January 2023. and Minutes №5/19 March 2024. 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 and faculties of the Sofia University "St. Kliment Ohridski". Their scope includes:

- the recognition of exams part of the Student Mobility Erasmus+;
- exams passed by students in accordance with issued agreement with foreign university for receiving a double diploma, including such 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 professional field 3.7. "Administration and Management" and professional field 3.8. "Economics";
- in case of transfer of a student from a higher education institution to the Faculty of Economics and Business Administration.

2. The application for recognition of results of 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 in an application of certain model and by provision of the following additional documents:

- diploma, academic transcript, or sealed and signed certificate of passed exam, including in relation to studies at any foreign 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. All documents specified are provided electronically to the person from the administration of the Faculty of Economics and Business Administration, who is authorised by the Dean of the faculty after signing in hand and scanning the application or after certification by means of electronic signature. In case of finding of incomplete set of documents, the administrator, authorised by the Dean of the Faculty of Economics and Business Administration returns the

documents to the student to complete them and if that does not happen within the respective deadlines, the application for recognition is finally rejected.

4. The deadlines for the submission of the applications and the enclosed 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;
- exams passed by students in accordance with issued agreement with foreign university for receiving a double diploma, including such from the French programme in Economics and Business Administration of the Faculty of Economics and Business Administration - not later than 31<sup>st</sup> October for the winter semester and 15<sup>th</sup> March for the summer semester;
- upon admission in the master's degree programme of students, having bachelor or master's degree in professional qualifications other than professional field 3.7. "Administration and Management" and professional field 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 31<sup>st</sup> October for the winter semester and 15<sup>th</sup> March for the summer semester;
- upon transfer of a student to the Faculty of Economics and Business Administration from another higher education institution - 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.

5. The application submitted and the enclosed documents are summarised by the administrator, who is authorised by the Dean 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 names of the subjects, the number of the credits and the grades of the disciplines from the other higher education institution and the names and credits in the subjects from the curricula of the Faculty of Economics and Business Administration for which the students request recognition of transferred credits and marks;
- the incumbent lecturer in the subject at the Faculty of Economics and Business Administration.

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

6. The administrator, authorised by the Dean of the Faculty of Economics and Business Administration handles the first processing of the student's applications, which includes:

- Assessment and check of how justifiable the application is, based on at least 80% match to the total sum of hours (auditorium classes and extra-auditorium classes) studied, compared to the hours envisaged in the curricula of the Faculty of Economics and Business Administration. In case of mismatch the administrator, authorised by the Dean of the Faculty of Economics and Business Administration:
  - communicates directly with the students to assist them in the preparation of proper applications;

- when there is a mismatch up to 10% from the total sum of hours the administrator, authorised by the Dean consults with the incumbent lecturer in the subject the validity of the application request;
  - when there is a mismatch in the hours more than 10% from the total sum of hours or if there is a negative resolution from the incumbent lecturer in the subject about the validity of the application request, the administrator, authorized by the Dean makes a proposal for their recognition as facultative subjects;
  - for subjects which do not exist in the curricula of the Faculty of Economics and Business Administration the administrator, authorised by the Dean makes a proposal for their recognition as facultative subjects;
- Assessment about the match of the exams passed by students on subjects, which are in accordance with issued agreement with French university for receiving a double diploma, in collaboration and coordination with the person in charge of the French programme in Economics and Business Administration of the Faculty of Economics and Business Administration. When an exam passed in French university is not included in the tables of similarities as part of the two-sided agreements, the recognition of the exams passed follows the regulations, appointed for the procedure for Student Mobility Erasmus+;
  - The administrator, authorised by the Dean of the Faculty of Economics and Business Administration directs the students' applications for recognizing results from foreign higher education institutions, from exams as part of Student Mobility Erasmus+ , and from such exams in accordance with issued agreement with foreign university for receiving a double diploma, including such from the French programme in Economics and Business Administration to a Board, which includes the heads of all departments in the Faculty of Economics and Business Administration.
7. After the approval of the incumbent lecturer in the subject or after the discussion of the Board about recognising the results from exams passed in foreign university, from exams as part of Student Mobility Erasmus+ , and from such exams in accordance with issued agreement with foreign university for receiving a double diploma, including such from the French programme in Economics and Business Administration, the administrator, authorised by the Dean fills in the register with the information about the grades on subjects that can be recognised as results for subjects from the curricula in the Faculty of Economics and Business Administration, as well as the information about the subjects' results, which can be recognized as facultative subjects.
  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 15<sup>th</sup> November for the winter semester and by 31<sup>st</sup> March for the summer semester.
  9. The recognised marks from the exams passed are filled-in into an individual exam protocols by the inspectors responsible for the education-qualification degree "Bachelor" and the education-qualification degree "Master", and then they are obligatory signed and entered in the master register by:
    - the incumbent lecturer in the subject when the mark from the exam passed is recognised; also, by the incumbent lecturer in the subject when the student is transferred from another higher education institution in the country and upon admission of master's degree students, having bachelor or master's degree in

professional qualifications other than the professional field 3.7. "Administration and Management" and professional field 3.8. "Economics";

- the Dean of the Faculty of Economics and Business Administration when the recognised results are from exams passed in foreign university, from exams, which are part of Student Mobility Erasmus+ or exams in accordance with issued agreement with foreign university for receiving a double diploma, including such from the French programme in Economics and Business Administration in the Faculty of Economics and Business Administration;
- the Deputy Dean for Academic Affairs for subjects which are recognised as facultative and do not exist in the curricula in the Faculty of Economics and Business Administration.

10. Within one week after the Dean's decision the inspectors responsible for education-qualification degree "Bachelor" and education-qualification degree "Master" inform the students by the Students' Information System of the University (SUSI) in the cases of recognition of a mark from their application. The administrator, authorised by the Dean of the Faculty of Economics and Business Administration informs the students by e-mail in cases of non-recognition of a mark from their application.

11. After the end of the procedure of recognition, the applied academic transcripts and/or the sealed and signed certificates in accordance with issued agreement with foreign university for receiving a double diploma, including such from the French programme in Economics and Business Administration of the Faculty of Economics and Business Administration as well as those from the Mobility Erasmus+ are presented for keeping to the inspector of the International Affairs and Foreign Students. The applied academic transcripts and/or the sealed and signed certificates from other higher education institutions in the country are presented for keeping to the inspectors, responsible for education-qualification degree "Bachelor" and education-qualification degree "Master".