

**Procedure for conducting the State exams of the students from major Pharmacy  
of the Faculty of Chemistry and Pharmacy, Sofia University „St. Kliment Ohridski“**

1. The students with successfully completed curriculum activities, i.e. semester graduates who have passed all semester exams in the allocated timeframe, apply at the Students' Office of FCP to sit for the State exams not later than 1 week before the date of the first State exam of the respective exam session. When applying, the students may choose among several dates for oral examination during each State exam, as long as the quota for the particular date is not full.
2. State exams on the following disciplines are conducted:
  1. Pharmaceutical technology and Biopharmaceutics;
  2. Pharmacognosy;
  3. Pharmacology and Toxicology;
  3. Pharmaceutical chemistry and Pharmaceutical analysis;
  4. Social pharmacy and pharmaceutical law.
3. A dedicated jury conducts each State exam. The jury includes as members at least three teachers with habilitation in the respective discipline. The members of each jury are appointed by the Rector of Sofia University. Representatives suggested by the Minister of Health may also be part of the jury.
4. The lists of the students admitted to the State exams are sent to the common students' e-mail address and published on the notice board at the Students' Office of FCP no later than three days before the first State exam.
5. State exams cannot take place on dates different than those specified in a Rector's order.
6. All State exams consist of a written and an oral part. The jury grades the written work of each student with an intermediate grade, which (if different than Fail (2.00)) serves as a condition to admit the student to the oral part of the exam. The final grade is formed on the basis of the performance of the students in the written and in the oral part of the exam and is decided unanimously by all members of the jury. The final grade is irrevocable. To pass successfully a State exam, a student should have minimum Pass (3.00) on all disciplines comprising the exam. If a student is not admitted to the oral part of a State exam, a grade Fail (2.00) is filled in into the Student book and into the exam report and the student needs to re-sit for the entire exam.
7. The written parts of the State exams are either tests with open- and closed-type questions, or writing of topics from the State exams syllabi, or a combination thereof.
8. The written parts of the State exams are anonymous. The oral parts are open.
9. The students occupy their seats in the lecture halls designated for the written part of a State exam no later than 15 minutes before the announced starting hour for the particular day.
10. The syllabus topics for the written part of a State exam are drawn at random on the day of the exam by each student. A random version of an exam test is drawn on the day of the exam by a representative of the students. Four astronomic hours are allocated for the written part of each State exam.

11. The Dean of FCP appoints a technical commission for the State exams. The members of the Technical commission prepare the exam materials, which include: an A4-sized envelope, a smaller envelope; an A5-sized sheet of paper labeled with the date and the title of the State exam – there the student fills in name and Student ID number; a stamped set of blank sheets of paper for the written part of the exam (both for draft and fair copy).
12. No personal exam aid materials (electronic or on paper) are allowed during the exam. Finding such materials in the possession of a student is considered fraud and results in automatic suspension of the student from the exam. Quaestors denote the suspension in writing.
13. Students who have not passed successfully the State exams during the first or second exam session are entitled to sit for them at two more consecutive exam sessions but no later than 2 years after the semester completion. The Dean of FCP approves these additional attendances. After the two-year extension non-graduated students are suspended permanently from Sofia University with a Rector's order.