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## **RULES**

### **ON THE ORGANISATION OF THE STUDY PROCESS AND KEEPING THE ACADEMIC DOCUMENTS**

**2016**

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**Article 1.** These Rules are issued on the grounds of article 37 of HEA and article 76 of the *Rules on the Structure and Operation of the European Polytechnical University*.

**Article 2.** The admission, study and graduation of students in the European Polytechnical University (hereinafter referred to as “EPU” or “the University”) are organised, coordinated and supervised by the rector, the vice-rector in charge of the study process and the Student Policy Department and the Education Technology Department, by the academic standard leaders and associates and by the heads of departments.

**Article 3.** (1) The University admits students in compliance with the Rules on Admission of Students approved by the Academic Council on 06.02.2012 and organises their study in education and qualification degrees (EQD): “bachelor”, “master” and “doctor (PhD)”.

(2) The study in EQD “bachelor” with minimum duration of education of 4 years and total minimum number of 240 credits ensures basic wide profile education in professional trends and academic standards (specialties).

(3) The study in EQD “master” with minimum duration of education of 5 years and total minimum number of 300 credits or not less than 1 year and total minimum number of 60 credits after obtained education and qualification degree “bachelor” ensures profound fundamental education combined with profiling in the respective specialty.

(4) Individuals who have obtained EQD “bachelor” in a college may continue their education in EQD “master” only in the same professional trend and the curriculum of the respective master academic standard should contain an additional semester/semesters and total minimum number of 120 credits.

(5) The study in the education and scientific degree “doctor (PhD) with minimum duration of education 3 years after obtained education and qualification degree “master” is carried out under accredited PhD academic standards pursuant to the Higher Education Act, DASRBA and the *Rules on the Study of PhD and Post-Graduate Students* in the University.

(6) Education in EPU is secular and independent of any political ideology.

**Article 4.** (1) The study process in the University is structured in different academic standards (specialties) and is carried out in accordance with academic documents for each standard that comprise qualification description, curriculum, academic standard descriptions of studied disciplines, weekly syllabus and annual study process schedule.

(2) Academic standards, curricula, qualification descriptions and academic standard descriptions are made in compliance with the *Rules on the Structure and the Operation of the European Polytechnical University* and the *Rules on the Structure and Operation of the System for Education Quality Assessment and Maintenance (SEQAM)* in the University.

**Article 5.** (1) The following obligatory documents in terms of the study process are kept in the University:

1. Ledger of each academic standard in which students admitted in the University are enrolled, whereas the rector issues an order to this effect;



2. Protocols of examinations;
  3. Student files that contain the student's contract with the University and all documents required under the EPU rules upon admission after completed secondary education or transfer from another higher education establishment;
  4. Student's record books;
  5. Register of issued diplomas.
- (2) During the course of study, the documents under the preceding paragraph are maintained and kept as follows:
1. under item 1 – 3 – by Education Technology Office;
  2. under item 4 – kept by the Education Technology Office and retained by the student;
  3. under item 5 – by Education Technology Office.
- (3) Upon completing the education, the documents under paragraph 1 are retained as follows:
1. under item 1 and item 5 – forever;
  2. under item 2 – 5 years after the completion of education;
  3. under item 3 – 5 years after the completion of education;
- (4) Student/ PhD status is acquired upon enrolment in the University and expires upon leaving by rector's order.

**Article 6.** (1) The forms of testing and assessing the knowledge and skills of students and the requirements to the examination (ongoing mark) are set out in the curricula and the academic standard descriptions of studied disciplines. In the University knowledge is assessed in compliance with the *Rules on holding examinations and assessing the students and graduates in EPU* approved by the Academic Council on 22.12.2011.

**Article 7.** (1) For the purposes of assessing the knowledge and skills of students acquired during the course of study, the University applies the European Credit Accumulation and Transfer System (ECTS) in compliance with the *Rules on the structure and operation of the University (Chapter XX)* and *Ordinance on the mobility of students, PhD and post-graduate students in EPU*.

(2) The purpose of the system is to give the students the opportunity to choose disciplines, self-work and mobility on the basis of mutual recognition of different study periods.

**Article 8.** (1) The study process is organised in academic years, academic semesters, academic weeks, academic days and academic classes.

(2) The duration of the academic year is not less than 30 academic weeks and is divided into 2 semesters – winter and summer.

(3) Holidays are provided between the academic years and academic semesters, as well as for Christmas and Easter holidays, which are set out in the annual study process schedule approved by the Academic Council.

(4) The academic week in the University is a five-day week. Academic days are the week days, and in Saturday and Sunday as an exception.

(5) The academic day may not be longer than 8 hours for full time training and 12 for part time.



(6) Cancellation or termination of academic classes during the academic year are allowed only during official holidays and with extraordinary order of the rector.

(7) Missed classes may be compensated at a time convenient for the lecturer and the students.

**Article 9.** (1) Two regular examination sessions are fixed for each academic year – winter and summer.

(2) Two supplementary sessions are also fixed for each academic year – immediately after the regular winter and summer sessions.

(3) In case of part-time training for each semester are organized three regular and one supplementary examination sessions. The part time students choose themselves the session to be examined, as previously agreed with the teacher or the head of programme the date of the exam.

(4) Before the beginning of the next academic year (in September), the liquidation examination session is held.

(5) In specific cases the vice-rector in charge of the study process may allow to sit for an examination outside the session schedule, however not later than two weeks after the beginning of the next semester.

**Article 10.** (1) The academic classes syllabus is made for each semester by the Education Technology Office in compliance with the curricula, the study process schedule, the applications submitted by the lecturers and after the approval of the respective academic standard leaders.

(2) The details from the departments required for the preparation of the academic classes syllabus are sent to the Education Technology Office in timely manner. Upon failure to submit the details within the specified time period, the syllabus is made officially.

(3) Changes in the announced syllabus are made as an exception with reasoned report of the academic standard leader and with the permission of the vice-rector in charge of the study process.

(4) The examination session schedule is made by the Education Technology Office and is announced one week before the beginning of the session.

(5) The academic classes syllabus and the examination session schedule are submitted to the heads of departments and academic standard leaders, are approved by the rector, are put on the information signboards and are published on the website of EPU.

(6) The duration of the academic class is 45 minutes.

(7) The break between academic classes is not less than 15 minutes.

**Article 11.** (1) The study content is defined in curricula and academic standards that are prepared in compliance with the *Rules on the Structure and the Operation of the University* and the *Rules on the Structure and Operation of the System for Education Quality Assessment and Maintenance in EPU*.

(2) The curriculum defines the name, number and allocation of disciplines by courses and semesters, number of academic hours of disciplines, the number of their credits, forms of teaching and control on the learning of knowledge and the manner for completion of the education and acquisition of professional qualification.



(3) The academic standard of each discipline defines the objectives and tasks of the education under this discipline, the structure and scope of the study content, the forms of study and the forms for testing the learning of knowledge. It is presented in its description and is provided to the students.

(4) Curricula and discipline descriptions are made in a common format of the University and are approved in both languages – English and Bulgarian.

(5) The curriculum for students of education and qualification degree “bachelor” may be modified by resolution of the Academic Council upon reasoned proposal of the Program Council, and the academic standards of the discipline – by the Program Council upon reasoned proposal of the department not later than June in order to be enforced for the next academic year.

**Article 12.** (1) The discipline provides a system of knowledge within a specific area of science and practice and methods for their learning and applying.

(2) Disciplines are:

1. Compulsory;
2. Elective;
3. Facultative.

(3) Not less than 70% of the lectures under compulsory disciplines are read by habilitated lecturers, and under elective and facultative – by habilitated lecturers and by resolution of the Program Council – by assistants holding scientific degree and/or by leading professionals in modern practice for the specialty.

(4) The marks of facultative disciplines are entered into the academic documents (ledger, student’s record book and diploma), without being calculated in the total result, however they are recorded as credit points above the obligatory 240.

**Article 13.** (1) The study under different disciplines is carried out with lectures, seminar, laboratory and computer exercises, architecture designing, practical classes, seminars, course paper works and assignments, test papers, test examinations, ongoing marks consultations, work with a lecturer, semester examinations, study practices and apprenticeships, self-work, thesis designing, defence of master/bachelor theses and state examinations, as well as other forms as set out in the curriculum.

(2) The stream is the main organisational unit for the lectures and the number of students in a stream is up to 80 people.

(3) The academic group is the main organisational unit for the exercises, seminars, practices, etc. and the number of the group members may not exceed 15 students.

(5) The number of members of the teams, academic groups and academic design studios is defined by order of the rector in compliance with the *Rules on teaching and/or research load* in the University.

(6) Students attend the classes according to the curriculum and are obliged to perform all the assignments under the academic standard of the respective discipline and the requirements for verification of the semester by the lecturer announced at the beginning of the academic semester. The participation in seminar and laboratory exercises and study practices is obligatory and is monitored



by means of list of attendance that each lecturer is obliged to submit to the Education Technology Office after the end of the classes.

(7) Study practices and apprenticeships are carried out according to the *Rules on the organisation, carrying out and reporting study practices and apprenticeships* developed by the respective Program Council and approved by the rector.

(8) When a lecture course or the related exercises are read by more than one lecturers, the students are given the opportunity to choose the lecturer of this discipline or design studio in architecture.

**Article 14.** (1) During the classes, examinations and/or consultations, the use of mobile electronic devices, as well as the consumption of food and beverages are strictly forbidden. In case of student's conduct violating the established order and impeding the study process, such student should be dismissed from class. In case of systematic violations, the procedures under article 65 of the *Rules on the structure and operation of EPU* apply.

(2) In case of offering of a bribe, making threats or other actions that are derogatory to the honour and dignity and/or endanger the life and health of a lecturer or an employee, the student (PhD student) is dismissed from EPU.

(3) In case of violations committed by a lecturer in EPU under paragraph 1, upon asking and receiving a bribe, making threats and other similar actions that are derogatory to the honour and dignity and/or endanger the life and health of a student, post-graduate student, PhD student or an employee, the lecturer is dismissed from EPU and may be otherwise prosecuted.

**Article 15.** (1) A student may study under individual curriculum that provides for obtaining knowledge and skills in shorter time period for two courses or two academic standards simultaneously. This right may be exercised once during the whole course of study in the respective education degree.

(2) The following students may study under individual curriculum as provided for in paragraph (1):

1. students in bachelor or master EQD who have completed the first and the second year with result not less than very good (5,00);

2. students in master EQD after completed higher education – first semester with result not less than very good (4,50).

(3) In exceptional cases individual curriculum study is possible in normal and/or reduced duration of study.

(4) The individual curriculum study under paragraph 1 and paragraph 2 can be permitted by the vice-rector in charge of the study process after the approval of the respective academic standard/s leader/s, and under paragraph 3 – by the rector of the university.

**Article 16.** (1) In the University knowledge is assessed and students go up a year in accordance with the *Rules on holding examinations and assessing the students and graduates in EPU*.





**Article 17.** (1) A student who has failed the examinations in some disciplines can be enrolled for the next year with not more than three failed examinations, not more than two of them due to unverified semester for the respective disciplines. As an exception and for good reason, the vice-rector in charge of the study process has the right to make official verification for one discipline once during the entire course of study.

(2) During the next academic year the student is obliged to hear the course of study of the unverified disciplines in full in accordance with the academic standard of the respective discipline in return of tuition fee.

(3) The examinations for the disciplines for which the semester is not verified should be taken until the end of the academic year for which the student is enrolled, without taking them after hearing the course of study for them.

(4) In case of more than three untaken examinations from previous academic years, the student is re-enrolled for the same academic year and once again fulfils all the obligations under the curriculum of the disciplines due to which they have been re-enrolled and pays semester tuition fees.

(5) Students are enrolled at the beginning of the academic year by order of the rector.

**Article 18.** (1) Education may be suspended in the following cases:

1. acute disease verified by medical consultative commission – up to one academic year;
2. pregnancy, birth giving and bringing a child up to three years of age – up to two academic years;
3. partial continuation of study in a foreign university upon successful completion of the first year – up to two academic years;
4. due to other reasons respected by the rector. This right may be used once during the entire course of study – up to one academic year;
5. for good personal reasons – up to 2 academic years.

(2) The period of suspension of education may not exceed 4 years for students of education and qualification degree “bachelor” and 2 years for students of education and qualification degree “master”, and for PhD students – 2 years.

(3) Suspension of education under paragraph 1 and paragraph 2 is subject to permit of the rector upon proposal of the academic standard leader on the grounds of application from the student or the PhD student with enclosed documents verifying the grounds for suspension. The procedure and the deadlines for the applications under this article are defined by order of the rector.

(4) Upon expiration of the suspension period, suspended students re-enrol the respective semester and repeat the study of disciplines they have no verification for. Disciplines for which the student has verification are re-verified officially. Semester tuition fee is payable for the re-enrolled semester. Upon resuming the education, suspended students study as per the curriculum of the graduates with whom they continue their education, and if necessary, they take supplementary examinations.

(5) Suspended students who fail to re-enrol the respective semester within the fixed time periods are dismissed from the University. They may resume education under the conditions of article 21.

(6) Orders for suspension and resuming of education are issued by the rector stating the reasons for suspension, the conditions and time periods to resume education and to sit for examinations.

(7) Suspended students do not have student rights. They have the right to sit for examinations according to the conditions of their individual orders for suspension.

**Article 19.** (1) A student or PhD student may be discharged from the University:

1. upon successful completion of the course of study;
2. upon leaving or transfer.

**Article 20.** A student or PhD student may be dismissed from the University by order of the rector in the following cases:

1. if, within one month after the expiration of the suspension period under article 18, they have not continued their education in accordance with the curriculum;
2. if they have failed to enrol for an upper year or for the same year (in compliance with article 17, paragraph (3) of study within two weeks after the beginning of the academic year.
3. according to article 65 of the *Rules on the structure and operation of the European Polytechnical University*.

**Article 21.** (1) A dismissed student may be resumed upon discretion and by order of the rector not later than 3 years after the forfeiture of the student rights only if the student has completed the first year of study. This right may be exercised once.

(2) In all other cases students resume their student rights by applying for admission and may apply for the academic standard.

(3) The examinations of resumed students taken before the dismissal are recognised. The year and the semester of resumed students are defined by the academic standard leader in accordance with their examination status and the curricula of the graduates with whom they continue their education, and if needed, the required equivalency examinations are taken.

(4) Resuming of student rights under this procedure is not allowed in case of dismissal due to falsification of documents. They may be resumed only by re-applying for admission.

**Article 22.** (1) In order to continue their education in the upper year, suspended students with verified semester may sit for examinations at regular, supplementary and liquidation examination session.

(2) Suspended students under paragraph 1 resume their student rights for another year upon successfully taking the examinations that have caused the dismissal (suspension) or continue conditionally however with not more than three failed examinations, ongoing marks, defences of projects or study practices.

(3) Students who have completed their semester education but have not taken the examinations for some of the disciplines or do not have mark from defence of architecture project, are allowed to examinations at regular and two supplementary examination sessions.





**Article 23.** Dismissed or suspended students have the right to resume their student rights not more than twice for the period of the course of study.

**Article 24.** The PhD student is struck off after expiration of the training by a Rector's order.

1. The PhD student is struck off with the right of defense if during the period of education he/she has fulfilled the activities and has passed successfully all exams provided in the individual doctoral student's plan.

2. In case, the doctoral student has not fulfilled fundamental activities of the individual doctoral student's plan he/she is struck off without the right of defense.

(2) If the PhD student does not submit his/her dissertation at the Department in a period of a year after striking off, he/she undertakes the expenses related to his/her defense.

(3) At a tutor's motivated suggestion accepted by the Programme Council, the Academic Council may prolong the duration of the doctoral education with no more than one year, only if the PhD student has passed successfully examinations of the doctoral minimum and has at least 1 scientific publication related to the theme of the dissertation. The term of the doctoral degree cannot be prolonged on missions, specializations etc. abroad.

(4) At the PhD student's request the term of the doctoral degree may be prolonged with the period of time when she has the right to use maternity benefit.

(5) Maternity Allowance provided for PhD students- mothers is used by PhD students - fathers after submitting a document (certificate) that the mother is a student or PhD student and she does not take maternity benefits for the same period of time.

**Article 25.** (1) Transfer of student from another higher education establishment is allowed in compliance with the *Rules on the admission of students in the European Polytechnical University*, under conditions set out the Program Council of the respective academic standard.

(2) Transfer is allowed not earlier than the end of the semester and not later than the beginning of the next semester in EPU.

(3) Upon transfer, taken examinations are recognised only if the number of academic hours for the same discipline is not less than 80 percent of those set out in the curriculum and if their content is equivalent. The Program Council may recognise the study in a given discipline but may require a test of knowledge through an examination.

(4) The student who has obtained rights in foreign legitimate higher education establishment recognised under the legislation of the respective country, may continue their education in the University under the conditions of paragraph 1, paragraph 2 and paragraph 3.

(5) Within a time period fixed by the rector, the candidate for transfer submits to the Student Policy Department or online the documents required under the *Rules on admission of students in the European Polytechnical University*.

(6) The transfer is permitted by the rector on the basis of proposal by the respective academic standard leader.

(7) The academic standard leader recognises the taken semester examinations in compliance with paragraph (3) and defines the student's form of study: full-time in the respective semester or under individual curriculum.

(8) Upon request of the PhD student and by decision of the department, the full-time doctoral studies may be transformed into part-time studies or into self-studies.

**Article 26.** (1) A student may be transferred from one academic standard to another academic standard of EUP after the end of the academic semester and before the beginning of the next academic semester.

(2) Students willing to be transferred submit a request to the rector not later than the beginning of the academic year in the Education Technology Office.

(3) The student may be transferred by resolution of the rector with the consent of the host academic standard leader.

**Article 27.** (1) Students from EPU may study in a second academic standard among those on the list of academic standards for which students are admitted in EPU.

(2) The study in a second academic standard is conducted together with the study in the main academic program. It may start provided the involvement in the second academic standard occurs with not more than 5 equivalency examinations.

(3) The students who have successfully completed their study in the second academic standard are awarded the respective diploma for higher education.

**Article 28.** The study in the second academic standard is carried out under individual curriculum. It is approved by the leader of the academic standard of the study in coordination with the main academic standard in which the student studies.

**Article 29.** The study content for the second academic standard study is defined on the basis of a curriculum applicable in EPU for the respective academic standard, and the examinations taken by the student in their main academic standard are recognised under the respective procedure. In terms of all other disciplines, the student fulfils all the obligations under the curriculum for the second academic standard – lectures, seminar and laboratory exercises, course projects, course paper works, etc.

**Article 30.** The conditions for admission to a second academic standard are defined by the Program Council of the host academic standard.

**Article 31.** For the study in a second academic standard the student pays in addition half of the tuition fee for this standard.

**Article 32.** The regime of study of students with permanent disabilities and reduced working capacity, disabled soldiers, pregnant students and mothers with children up to 6 years of age is chosen by them and may be as follows:

1. under individual curriculum and individual schedule of sitting for all sessions. The individual curriculum may provide for transfer of disciplines in upper year with extension of the total duration of study.



2. with longer absences from academic classes (lectures and seminar exercises) but not more than 50% and upon obligatory completion of all laboratory exercises, course projects and course paper works.

**Article 33.** By resolution of the vice-rector in charge of the study process, the students with permanent disabilities and reduced working capacity, disabled soldiers, pregnant students and mothers with children up to 6 years of age, may enrol in upper year conditionally with up to 4 unpassed examinations from the previous year, but if they fail to take them during the next academic year, they cannot go to the next year.

**Article 34.** The duration of study of students – mothers with children up to 6 years of age may be extended with suspension of up to 2 years per child.

**Article 35.** The relieves to which the students – mothers are entitle to, are used by the students – fathers upon submitting a document (certificate) that the mother is a student and does not use the maternity relief for the same period.

**Article 36.** Students who are orphans and who are registered in dispensary may sit for examinations outside the examination sessions too. This right is conferred by permission of the vice-rector in charge of the study process.

**Article 37.** The relieved regime is permitted by the vice-rector in charge of the study process for a specific period of time.

**Article 38.** (1) Students who continue their education abroad under the Socrates/ Erasmus EU Program or under a contract with a partner university go by order of the rector made by the Education Technology Office. During this period they keep their status of full-time students.

(2) A copy of the order is kept in the student's file.

(3) The disciplines studied by the students abroad are recognised according to the requirements of article 27, paragraph 3. Disciplines that are not recognised or have not been studies according to the applicable EPU curriculum should be completed after the return of the student as equivalency discipline (if necessary as individual curriculum).

(4) The cases that are not set out in the above articles are finally decided by the vice-rector in charge of the study process.

**Article 39.** (1) Education is completed and the respective education and qualification degree or education and scientific degree are recognised through the defence of the master/bachelor thesis and of the dissertation, respectively.

(2) A student who has successfully passed all semester examinations under the obligatory and the required minimum number of elective disciplines as per the curriculum and has carried out the required academic practices is admitted to defend a master/bachelor thesis.



(3) The defences of master/bachelor theses are conducted by a commission appointed by the rector pursuant to article 79, paragraph 5 of the Rules on the structure and operation of EPU and the Rules on preparation and defence of master/bachelor theses in the University, unless otherwise provided by the law.

(4) Any PhD student who has fulfilled their individual work plan and has defended their dissertation in the department is admitted to defence of a dissertation, and PhD students discharged with right to defence are admitted to defence not later than 2 years after the expiration of the duration of the doctoral studies.

**Article 40.** (1) Students who have fulfilled the requirements of the curriculum of the respective specialty in full, who have successfully taken the state examination and/or have defended their master/bachelor thesis (projects) and PhD students who have defended their dissertations are considered completed the full course of study.

(2) Students who have completed the full course of study are awarded diploma for completed higher education degree with a supplement thereto and acquire specialty and qualification as per the approved curricula.

(3) In case of bilateral agreements signed between EPU and a foreign higher education establishment, a diploma may be issued by the two higher education establishments. The conditions for issuing a dual diploma are set out in the bilateral agreement.

**Article 41.** All matters that are not stipulated herein shall be decided by the rector.

*The Rules on the organisation of the study process and keeping the academic documents* are adopted at a meeting of the Academic Council of EPU on 29.03.2012 and enter into force as from the time of approval thereof. Supplemented on 06.06.2012.