



## **RULES OF PROCEDURE for evaluation of the knowledge, skills and competencies of students in University of Economics – Varna**

### **Section I General Provisions**

**Art. 1. (1)** These Rules of Procedure set out the specific activity related to the evaluation of the knowledge, skills and competencies of students in UE – Varna in accordance with the Rules of Procedure of the activity of UE – Varna.

**(2)** The Rules of Procedure apply to all academic degrees (“Professional Bachelor”, “Bachelor” and “Master” programmes) and forms of organisation of the studies (full-time, part-time, remote learning).

**Art. 2.** The objectives of the development and application of the rules of procedure are as follows:

1. to increase the effectiveness and objectivity of evaluation;
2. to unify the principles and mechanisms of evaluation;
3. to increase the students’ motivation for systematic and continuous learning;
4. to create conditions for application of the European Credit System;
5. to align the activity of UE – Varna with the concept of the European Education Area.

**Art. 3. (1)** (Supplemented - AC, 12.06.2025) The evaluation of the knowledge, skills and competencies of students shall be carried out by the teaching staff/instructor in accordance with the organisation of the studies for the respective subject.

**(2)** The grading activities shall cover the following:

1. development of academic curricula and programmes for the subjects related to the methods for control;
2. development of the content, requirements and rules for fulfilment of the control tasks for the semester, the examinations on the different subjects and the control procedures related to practical training, as well as their timely disclosure to the students;
3. organisation, preparation and holding of the state examinations and defence of thesis papers;
4. documenting and storage of the results and control on the evaluation.

**Art. 4.** The grading activities shall be based on the following principles:

1. transparency, impartiality (objectivity) and accuracy;
2. (repealed - AC, 12.06.2025);
3. (repealed - AC, 12.06.2025);
4. (repealed - AC, 12.06.2025);
5. systematic approach and continuous efforts;
6. integration and balance;
7. feedback;
8. continuity and accounting for the specifics of the Bulgarian educational system;
9. (amended - AC, 12.06.2025) orientation to digitalisation of the examination and reporting procedures.



**Art. 5. (1)** The main forms of testing the knowledge, skills and competencies of students shall be grading for the semester and for the examination session.

**(2)** (Amended - AC, 12.06.2025) The grade on a subject for which an examination is envisaged in the curriculum shall be calculated as the total of the grades for the semester and the examination session, with the exception of failed examinations from a previous year, equivalency examinations or resit examination sessions.

**(3)** The grade on a subject for which ongoing grading is envisaged in the curriculum shall be calculated as the total of the forms of grading during the semester.

**(4)** (Amended - AC, 12.06.2025) Students are entitled to a resit examination session in the course of their studies both for the subjects completed with an examination and for the subjects completed with ongoing grading in accordance with section V of these rules of procedure.

**Art. 6. (1)** The grades on the academic subjects shall be presented in whole numbers according to a six-point scale and shall be considered positive if a minimum grade of 3.00 is achieved.

**(2)** A point system shall be used for calculation of the results from the semester and session grading.

**(3)** The total result from the semester and session grading may not exceed 100 points.

**(4)** (Amended - AC, 12.06.2025) The total sum of all points obtained shall be converted to the six-point system for deriving the grade for each subject (including ongoing grades) as follows:

1. From 86 to 100 points - Excellent 6.00;
2. From 71 to 85 points - Very Good 5.00;
3. From 56 to 70 points - Good 4.00;
4. From 41 to 55 points - Satisfactory 3.00;
5. up to 40 points - Poor 2.00.

**(5)** The scale under paragraph 4 shall be applied irrespective of the total sum of the points from the semester and session grading, provided that the student has obtained at least 10 points from the examination.

*Example:* If the semester result is 35 points and the examination result is 8 points, a total result of 43 points is obtained. Although the number of points corresponds to the grade of Satisfactory (3), the scale shall not apply and the student will receive the grade of Poor (2) due to failing to pass the critical limit of 10 points.

*Example:* If the semester result is 31 points and the examination result is 10 points, a total result of 41 points is obtained. The condition under paragraph 5 has been met and the student will receive a grade of Satisfactory (3).

**(6)** If fraud or attempted fraud is detected during an examination, the student will receive zero points and a grade of Poor (2.00) for the subject or, in the case of form of testing during the semester – zero points for the respective form of testing.

**(7)** (Amended - AC, 12.06.2025) In case of a fraud, attempted fraud or hindering the conducting of the examination, the teaching staff/instructor shall draft and sign a written report for detecting the fraud or attempted fraud, which shall be stored together with the results from the examination.

**Art. 7. (1)** (Amended - AC, 12.06.2025) The teaching staff/instructor on the subject must provide the students with the entire information about the rules for grading in the form of written instructions for the applied forms of grading during the semester and during the session. For all forms of study, the instructions for the applied forms of grading during the semester and during the session and the method for conducting the examination in each subject shall be published in the platform for electronic and remote learning before the start of classes at the beginning of the electronic course in the respective subject. The published forms of grading may not be changed after being published.



- (2) (New - AC, 12.06.2025) The teaching staff/instructor on the subject shall have the right to determine the extent to which students may use artificial intelligence-assisted tools in the fulfilment of the different forms of semester and session evaluation. Students must declare the use of such instruments (e.g. for editing text, checking grammar, etc.) upon submission of their papers for evaluation.
- (3) (Former paragraph 2, amended and supplemented - AC, 12.06.2025) The results from the different forms of grading for the semester of the knowledge, skills and competencies of the students shall be published by the start of the regular examination session for the respective semester (according to the schedule of the academic process for the academic year).

**Art. 8. (1)** (Amended and supplemented - AC, 12.06.2025) The “Academic and Student Affairs” Department shall ensure the evaluation of the knowledge, skills and competencies of students with special educational needs by providing the relevant information, methodology and the necessary facilities for that purpose.

- (2) Students with special educational needs may use a personal assistant, if necessary.
- (3) By virtue of a permission by the faculty dean/director of the College of Tourism, students with special educational needs may be examined by using the platform for electronic and remote learning or other information and communication technologies (ICT). The examining instructors shall be informed in due time about the decision of the dean/director of the College of Tourism by a staff member from the “Bachelor” or “Master” sector.
- (4) The instructors’ activities related to grading students with special educational needs during the semester, the session and at the end of study shall be coordinated with the respective staff member from the “Academic and Student Affairs” Department.

## Section II Semester grading

- Art. 9. (1)** The grading for the semester shall be organised and conducted for each academic subject.
- (2) The grading for the semester for full-time study shall be organised and conducted during the lecturing, seminar, laboratory and practical classes.
- (3) (Supplemented - AC, 12.06.2025) In case of part-time study, the grading for the semester may be conducted during (up to 50% of the maximum number of points of the grading for the semester) and/or after the end of the attendance period in accordance with the instructions published in the platform for electronic and remote learning.
- (4) In the case of distance learning, the grading for the semester shall take place after the end of the web-based classes in accordance with the instructions published on the platform for electronic and remote learning.
- (5) (Amended and supplemented - AC, 12.06.2025) The forms of grading for the semester and their number shall be defined in the academic curricula depending on the number of classes or the number of credits for the academic subject. For the purpose of applying the principle of systematic learning, the number of forms of grading during the semester may not be less than three (e.g. – a research paper and two tests; practical assignment, a case study and a test, etc.). At least two of the forms of grading shall be practice-oriented. At least one of the forms of grading in the case of full-time or part-time study shall take place via the platform for electronic and remote learning. All forms of grading shall take place based on a preliminary schedule, which shall be communicated to the students by the teaching staff/instructor at the beginning of the semester.



- (6) (Amended - AC, 12.06.2025) In case of independent study of students, the scope of the tasks during the semester shall be the same as in the relevant form of study.
- (7) The method, number and forms of grading students with special educational needs during the semester shall be specified with the teaching staff/instructor no later than 2 weeks before the beginning of the semester.
- (8) (Supplemented - AC, 12.06.2025) The evaluation of the students' knowledge, skills and competencies in physical education, practical training and foreign languages shall take place based on specific methodologies adopted by the relevant departments and meeting the general requirements.
- (9) (New - AC, 12.06.2025) Students from the "Professional Bachelor" programme shall prepare discussions during the course of study and reports for tasks fulfilled during the semester practical training in sites related to their programme.
- (10) (Former paragraph 9 - AC, 12.06.2025) The content of the forms of grading shall be periodically updated (every academic year) based on the changes in the course materials and the new developments in the theory and practice relevant to the subject area.

**Art. 10. (1)** (Amended and supplemented - AC, 12.06.2025) The main form of grading during the semester shall be as follows: drafting and defence of a research paper, course paper/course project, preparation and discussion of case studies, tests, role plays, discussion forums and other specific forms relevant to the subject. Electronic activities to achieve interactive learning may also be used during the grading for the semester through the platform for electronic and remote learning, such as assignments, games, quizzes, etc.

(2) (Amended and supplemented - AC, 12.06.2025) The research paper shall include a theoretical research on a certain topic, summary of information from different sources and a structured presentation. The course paper/course project shall be assigned at the beginning of the semester for the academic subjects that have envisaged it in the academic curriculum. It shall be drafted and defended either individually or in a team based on specifications and requirements determined by the teaching staff/instructor.

(3) (Amended - AC, 12.06.2025) Drafting and discussion of case studies shall be assigned on an ongoing basis by the teaching staff/instructor based on reference literature and current issues that constitute a basis for discussion during the practical classes and/or lectures.

(4) (Amended and supplemented - AC, 12.06.2025) The tests (answering test questions, solving problems, written response to theoretical questions, etc.) shall be applied for ongoing control on the knowledge, skills and competencies of the students during the seminar classes or lectures and shall be developed based on the specifics of each academic subject.

(5) (Repealed - AC, 12.06.2025).

(6) Role plays shall be organised and moderated by the teaching staff/instructor based on pre-set objectives, tasks, scenario and allocation of the roles among the student team.

(7) (Repealed - AC, 12.06.2025).

**Art. 11. (1)** (Amended - AC, 12.06.2025) For part-time study, the students' grading for the semester shall take place based on assignments (course papers, case studies, research papers, tests, etc.) assigned during the attendance classes and published in the instructions in the platform for electronic and remote learning and suitable for this form of study.

(2) (Amended - AC, 12.06.2025) For remote learning, student's grading for the semester shall take place by using the electronic and remote learning platform resources and operations. During web-based classes, the teaching staff/instructor on the subject shall clarify the requirements toward the students, the method



for self-learning and the forms of grading during the semester: taking tests, writing course papers, case studies or other activities envisaged in the instructions on the subject.

**(3)** (Repealed - AC, 12.06.2025).

**Art. 12.** Each teaching staff/instructor shall independently determine the forms and criteria for grading during the semester based on the specifications outlined in the academic curriculum.

**Art. 13. (1)** (Amended - AC, 12.06.2025) The result from the grading for the semester shall be the sum of the points obtained from the different forms of grading.

**(2)** For full-time study, the maximum number of points for grading during the semester for subjects requiring an examination shall be 50 points.

**(3)** For part-time study and remote learning, the maximum number of points for grading during the semester for subjects requiring an examination shall be 40 points.

**(4)** The maximum number of points for grading during the semester for subjects with ongoing grading shall be 100 points for all forms of study.

**(5)** The minimum result from the grading for the semester shall be zero (0) points.

**Art. 14.** The different forms of grading for the semester may be assigned either to an individual or to a team.

**Art. 15.** (Amended and supplemented - AC, 12.06.2025) The student's attendance and active participation in the seminars, laboratory, practical and lecturing classes is a ground for introduction of incentives that are not part of the formation of the grading during the semester but are rather added to the final result for the subject: up to 10 points for full-time study and up to 5 points for part-time and remote study in compliance with the provisions of Article 6, paragraph 3.

**Art. 16.** (Amended and supplemented - AC, 12.06.2025) The teaching staff/instructor must calculate the result from the grading during the semester by the beginning of the regular examination session for the respective semester (including for subjects with ongoing grading) based on the point system and shall enter it in the electronic examination reports.

### Section III Session grading

**Art. 17. (1)** (Supplemented - AC, 12.06.2025) Session grading shall be based on examinations. The examinations for full-time and part-time study shall be carried out in person.

**(2)** (Amended - AC, 12.06.2025) The main form of session grading shall be the written exam, which can be combined with an oral or (if possible and necessary) a practical one. The examination shall be mandatory, which means that:

1. it shall take place according to a previously adopted and announced schedule;
2. the student may not be exempt from it based on the results from the semester grading.

**(3)** (Amended and supplemented - AC, 12.06.2025) Students who have achieved high results from internal, national and international competitions, conferences and other contests in the relevant subject may be awarded a session grading result up to the maximum number of points (50 points for full-time study and 60 points for part-time and remote study) at the discretion of the teaching staff/instructor.



**(4)** (Amended and supplemented - AC, 12.06.2025) The written form of the examination shall contain at least two components, each of which shall account for no less than 25% of the total number of points from the examination – answering theoretical questions, solving problems, case studies, completing closed or open-answer tests, as well as other methods for evaluation previously announced in the academic guidelines for the subject. The oral and practical form of examination may supplement the result from the written exam or confirm the credibility of the written part of the examination before the examination committee.

**(5)** The method and form of session grading of students with special educational needs shall be specified with the teaching staff/instructor no later than 2 weeks after the beginning of the semester.

**(6)** The duration of the examinations may be extended for students with special educational needs. They shall take place at a suitable time and place for this purpose and the student may be accompanied by a personal assistant at the discretion of the teaching staff/instructor.

**(7)** By virtue of a permission by the faculty dean/director of the College of Tourism, the examination of students with special educational needs may be held by using the platform for electronic and remote learning or other information and communication technologies (ICT). For this purpose, the student shall submit an application to the faculty dean/director of the College of Tourism at the beginning of each semester, which shall be accompanied by the necessary medical documents.

**(8)** (Repealed - AC, 12.06.2025).

**Art. 18. (1)** (Amended - AC, 12.06.2025) The result from the session grading shall be calculated as the sum of the points obtained from the different elements of the examination (theoretical questions, test, problems, case studies, etc.).

**(2)** (Amended and supplemented - AC, 12.06.2025) The maximum possible result from the session grading may be as follows:

1. (Supplemented - AC, 12.06.2025) For regular, remedial and liquidation examination sessions and full-time study, it shall be up to 50 points, whereas for part-time and remote study it shall be 60 points;
2. (Supplemented - AC, 12.06.2025) For remedial and liquidation examination session for disciplines with ongoing grading – 100 points;
3. (Amended - AC, 12.06.2025) For examinations that have not been taken, resit session and equivalency examinations – 100 points for all forms of study.

**Art. 19.** (Amended - AC, 12.06.2025) The duration of auditorium time for holding the written examination shall be up to 2 hours; the oral examination (if any) shall be held by the teaching staff/instructor after checking the written work at a time announced by the teaching staff/instructor.

**Art. 20. (1)** The teaching staff/instructor shall undertake measures for control and prevention of cheating during the written examination or during the preparation for discussion for the oral examination.

**(2)** (Amended - AC, 12.06.2025) Students shall have the right to familiarise themselves with the omissions and errors in their written work after the end of the examination. The teaching staff/instructor is not obliged to provide the correct answers to the questions asked in the written examinations.

## Section IV Grading on the academic subjects



**Art. 21. (1)** The final result from the academic subjects shall be calculated as the sum of the results from the grading during the semester and the session grading.

**(2)** The final result on an academic subject from the regular examination session shall be formed during the session, with the exception of the subjects completed with an ongoing grade which is the result of the grading during the semester.

**(3)** (Supplemented - AC, 12.06.2025) The final result on an academic subject from the remedial or liquidation session shall be formed in accordance with paragraph 1 of this article, or, in the case of an academic subject with ongoing grading – in accordance with Article 18, paragraph 2, section 2.

**(4)** (Amended - AC, 12.06.2025) The final result from sitting for examinations from previous years that have not been taken, from resit sessions and equivalency examinations shall be calculated based on the forms of session grading, where the maximum result shall be 100.

**(5)** Students on a leave of absence shall form their results from grading during the semester and session grading according to the provisions of Section II and Section III.

**(6)** If the students fails to show up at an examination, no grade shall be calculated.

**(7)** (Amended - AC, 12.06.2025) If the deadline for retaking an examination during a resit session determined by the dean/director of the College of Tourism is not observed, the student will be considered withdrawn and their old grade shall be retained.

**Art. 22.** The final results shall be converted to a grade according to the six-point system in accordance with Article 6, paragraph 4 of these rules of procedure.

## Section V

### Mechanisms for recognition of the equivalency of academic subjects and organisation of resit sessions

**Art. 23.** The transfer of students from one programme to another or from one form of study to another within UE – Varna shall take place according to the procedure described in the Rules of Procedure of the activity of UE – Varna.

**Art. 24. (1)** For students from other higher education institutions applying to continue their studies in UE – Varna, an application to the rector of UE – Varna shall be submitted, where the programmes the student is willing to pursue shall be specified.

**(2)** The application shall be accompanied by the necessary documents for recognition of credits and periods of study.

**(3)** In case of a favourable opinion from the rector of UE – Varna, the application and the documents thereto shall be submitted for review by the committee at the respective main unit of the specified programme by the beginning of the respective academic semester.

**Art. 25. (1)** The committees shall review the documents and present an individual record with their decision for recognition of educational credits and periods of study of the applying student within one week, where the semester and year of study shall be explicitly determined.

**(2)** (Amended - AC, 12.06.2025) The record with the committee's decision shall be submitted to the "Bachelor" sector in the College of Tourism or to the "Master" sector and shall be stored in the student's file.



**Art. 26.** Based on the committee's decision, the rector of UE – Varna shall issue an order for enrolling the student in the respective semester and year of study.

**Art. 27.** (Amended - AC, 12.06.2025) The deputy dean/deputy director of the College of Tourism shall reflect the decision of the committee by entering, for each recognised academic subject, the name, status (according to the programme curriculum or the original data, depending on the method of recognition of the academic subject), the grade and its correspondence in terms of points, the semester of study, their name and signature in the main book (in the "Bachelor" sector, "Master" sector or College of Tourism), based on an order of the rector, the record of the relevant committee and the academic transcript from the other university. The same information, supplemented by the number of credits for the academic subjects, shall be also entered in the information system of UE – Varna.

**Art. 28. (1)** All full-time, part-time or remote learning students pursuing an academic degree of "Professional Bachelor", "Bachelor" or "Master" in respect of whom no effective orders for leave of absence or exclusion from UE – Varna, shall be entitled to a resit session.

**(2)** The resit session shall be only valid for semester examinations and ongoing grades.

**Art. 29. (1)** The mechanism for holding a resit session shall include:

1. (amended - AC, 12.06.2025) submission of an application to the faculty dean/director of the College of Tourism for authorising a resit session accompanied by a document certifying payment of the fee for retaking an examination during a resit session determined by virtue of an order of the rector of UE – Varna (separately for each of the selected examinations);
2. (amended - AC, 12.06.2025) determination of the possible date for retaking the examination at a resit session by the dean/director of the College of Tourism in line with the sessions approved in the schedule of the academic process;
3. (amended - AC, 12.06.2025) determination of an instructor in the respective subject by the dean/director of the College of Tourism, who shall hold the examination;
4. issuing an individual report for the student to attend a resit session on the selected subject.

**(2)** (Amended - AC, 12.06.2025) The student shall have the right to attend one resit session on the respective subject.

**Art. 30. (1)** If the student fails to show up for the resit session on the scheduled date and time, they will be considered to have withdrawn from it. The paid fee shall not be reimbursed, with the exclusion of the cases under paragraph 2.

**(2)** If the student fails to show up for the resit session on the scheduled date and time due to medical reasons duly proven by a medical certificate, the dean/director of the College of Tourism shall schedule a new date and time for the session.

**Art. 31. (1)** The grades from the resit session shall be entered in the individual report, the student's book and the main book by the instructor.

**(2)** If the grade from the resit session is lower than the student's grade up to that time, the existing grade shall be written in the report and it shall not be re-entered in the student's book or the main book.

## Section VI Grading of students upon completion of their studies



**Art. 32.** The students' studies in all academic degrees shall be completed with a state examination (an integrated written/oral/practical examination) or defence of a thesis paper.

**Art. 33. (1)** The studies for "Bachelor" and "Master" academic degree shall be completed with an integrated state examination in the programme or defence of a thesis paper, the conditions for which are set out in the Rules of Procedure on the activity of UE – Varna.

**(2)** (Amended - AC, 12.06.2025) The integrated state examination shall be mandatory for Bachelor and Master students who do not meet the requirements for defence of a thesis paper under Article 69 of the Rules of Procedure on the activity of UE – Varna.

**(3)** (Amended and supplemented - AC, 12.06.2025) The studies for a "Bachelor" academic degree in the College of Tourism shall be completed with four state examinations:

1. An integrated theoretical examination.
2. A practical state examination on subjects that are part of the preparation for the profile under the respective programme. The practical examinations shall take place based on a pre-defined topic for the "Hotel and Restaurant Management" (HRM) programme and based on a plan for the "Tourism and Leisure Management" (TLM) programme and shall include mandatory elements for checking the students' professional knowledge and skills.
3. State examinations on the first and second foreign language which shall be held based on pre-defined components (grammar questions, translation, a short essay, etc.) required to assess the specialised knowledge in the respective language.

**Art. 34. (Amended - AC, 12.06.2025) (1)** The thesis paper is an independent written research or project developed by a student at the end of their studies for a "Bachelor" or "Master" academic degree that demonstrates their ability to apply scientific methods, theoretical knowledge and practical skills for the solution of a specific problem or research question.

**(2)** Upon submission of the thesis paper in the respective department, the senior student shall sign a declaration for originality and authenticity of their paper.

**Art. 35. (1)** The integrated state examination shall be arranged based on a plan of topics (synopsis) that covers primary topics and/or problems from selected specialised subjects from the programme profile.

**(2)** The number of topics and/or problems from each specialised subject shall correspond to the relative share of its credits of the total number of credits under the academic plan.

**(3)** The total number of topics and problems included in the synopsis for the integrated state examination shall be no less than 40 and no more than 80.

**(4)** (New - AC, 12.06.2025) The integrated state examination shall be a written one and may be in the form of writing a response on certain topics and/or problems from the plan of topics, solving a test with closed and open questions or a combined form. The written examination may be supplemented by an oral examination.

**(5)** (Former paragraph 4, amended and supplemented - AC, 12.06.2025) If the integrated state examination is entirely in the form of a test, the total number of questions shall be no less than 60 and no more than 100. No less than 25% of the points envisaged for the examination test shall be open questions, case studies and/or problems.

**(6)** (Former paragraph 5, supplemented - AC, 12.06.2025) For the integrated state examination with written responses on topics and/or problems from the plan of topics, students shall draw no less than two and no



more than four topics and/or problems from the plan of topics publicly and on a lottery basis, or, if it is in the form of a test – one variant out of a total of at least three variants. The test examination in the Centre for Research and Implementation of New Information and Communication Technologies (CRINICT) where questions are automatically generated shall be an exception to this rule.

(7) (Former paragraph 6, supplemented - AC, 12.06.2025) Students shall receive the plan of topics (synopsis) for preparation for the integrated state examination no later than three months before the date of the examination. It shall be published on the sub-page of the teaching department on the website of UE – Varna/College of Tourism.

**Art. 36. (1)** (Supplemented - AC, 12.06.2025) The evaluation of the knowledge, skills and competencies of students when they sit for a state examination or defend a thesis paper shall be performed based on different methods depending on the relevant form (integrated state examination or defence of a thesis paper by students from the “Bachelor” and “Master” programmes and integrated theoretical examination, practical state examinations and examinations on the first and second foreign language for students from the “Professional Bachelor” programme).

(2) The evaluation of the knowledge, skills and competencies of the students upon sitting for a state examination or defending a thesis paper shall be based on criteria that correspond to the ones indicated in the National Qualification Framework.

**Art. 37. (1)** (Amended - AC, 12.06.2025) The members of the state examination committee, the academic supervisor of the graduating student and the reviewer of the thesis paper shall participate in the thesis paper defence procedure.

(2) (Amended - AC, 12.06.2025) The academic supervisor of the graduating student appointed by the head of department shall allow or deny the defence of the thesis paper. Allowing the defence of the thesis paper shall be certified with the signature of the academic supervisor on the cover page of the thesis paper.

(3) (Supplemented - AC, 12.06.2025) The reviewer of the thesis paper appointed by the head of department shall do the following in their review:

1. (new - AC, 12.06.2025) provide an opinion on the presence or lack of plagiarism (i.e. lack of authenticity) of the data presented in the thesis paper;
2. (former paragraph 1 – AC, 12.06.2025) characterise the quality of the paper by indicating its strengths and weaknesses with justified notes and recommendations;
3. (former paragraph 2 – AC, 12.06.2025) ask questions for discussion (defence) in the thesis paper;
4. (former paragraph 3, repealed - AC, 12.06.2025).

(4) (Amended and supplemented - AC, 12.06.2025) The reviewer may propose a grade expressed in points from 0 to 100 to the state examination committee.

(5) Each member of the state examination committee shall evaluate the knowledge, skills and competencies demonstrated by the graduating student based on a point system with a range from 0 to 100 points.

(6) The final result from the thesis paper defence shall be formed based on a point system as the average of the grades awarded by the members of the state examination committee, rounded up to a whole number (where the maximum is 100 points).

(7) The final result based on the point system shall be converted to a grade based on the six-point system according to the Higher Education Act and shall be rounded up to 0.25.

(8) When calculating the grade from an integrated state examination and defence of a thesis paper, the total sum of all points awarded shall be transformed to a grade based on the following scale:

- from 41 to 47 points – Satisfactory 3.00;



- from 48 to 55 points – Satisfactory 3.25;
- From 56 to 58 points – Good 3.50;
- From 59 to 62 points – Good 3.75;
- From 63 to 66 points – Good 4.00;
- From 67 to 70 points – Good 4.25;
- From 71 to 73 points – Very Good 4.50;
- From 74 to 77 points – Very Good 4.75;
- From 78 to 81 points – Very Good 5.00;
- From 82 to 85 points – Very Good 5.25;
- From 86 to 90 points – Excellent 5.50;
- From 91 to 95 points – Excellent 5.75;
- From 96 to 100 points – Excellent 6.00.

**(9)** If the academic supervisor or the reviewer identify any plagiarism practice:

1. The graduating student shall not be allowed to defend their thesis paper;
2. The head of the respective department shall inform the faculty dean about the findings in writing;
3. The faculty dean shall undertake the necessary actions for sanctioning the student.

**Art. 38. (1)** For the integrated state examination and practical state examination, each member of the state examination committee shall evaluate the knowledge, skills and competencies of the students based on a point system with a range from 0 to 100 points. The final result shall be an average of the grades awarded by each member of the state examination committee.

**(2)** If the state examination is in the form of a test, the final result shall be calculated based on the points obtained from each question included in the test.

**(3)** The final result based on a point system, calculated in accordance with paragraph 1 and paragraph 2, shall be transformed to a grade under the six-point system in accordance with Article 37, paragraph 8.

**(4)** (Repealed - AC, 12.06.2025).

**Art. 39. (1)** During the state examinations, sufficient technological time shall be allow for fulfilment of the specific procedures.

**(2)** (Amended and supplemented - AC, 12.06.2025) The duration of the thesis paper defence procedure before the state examination committee shall be up to 30 minutes and shall include: short presentation (summary) of the thesis paper, presentation of the review and questions to the graduating student and defence of the thesis paper.

**(3)** (Amended and supplemented - AC, 12.06.2025) The duration of the integrated written state examination, integrated theoretical examination and the examination in a foreign language for students from the “Professional Bachelor” programme shall be 3 hours, which does not include the time for checking the written responses by the state examination committee.

**(4)** The duration of the practical state examinations shall be determined by the respective department depending on their specifics.

**Art. 40.** For students with special educational needs, the defence of thesis paper and/or state examination shall take place before the state examination committee, where the method, form and place shall be coordinated with the chair of the committee no later than 1 week before the defence/examination.



## Section VII

### Documenting and storage of the results and control on the evaluation activities

**Art. 41. (1)** The results from the evaluation shall be documented at the following three levels: grading during the semester, session grading and state examination/defence of a thesis paper.

**(2)** The results from all forms of grading during the semester shall be kept and documented by the teaching staff/instructor on the subject.

**(3)** The results from the session grading shall be kept and documented by the head of the subject in an examination report.

**(4)** The examination report shall contain separate sections for entering the result from the grading during the semester and the session grading expressed in number of points, the total result and the student's grade (based on the six-point scale) for the academic subject.

**(5)** (New - AC, 12.06.2025) For subjects completed with an ongoing grade, the examination report shall contain separate sections for entering the total result from the grading during the semester expressed in number of points and the respective grade (based on the six-point scale).

**(6)** (Former paragraph 5 - AC, 12.06.2025) The examination report for the state examination shall only contain a section for the student's grade based on the six-point scale.

**Art. 42. (1)** (Amended - AC, 12.06.2025) The primary documentation with the results from the grading during the semester and session grading (written papers, materials or electronic archives from ongoing assignments during the semester, course papers, etc.) shall be stored by the teaching staff/instructor for a period of one year after the end of the respective session. In case of remote learning form, the results from the completed tests, submitted assignments and other activities fulfilled shall be archived at the end of the current academic year and the files shall be stored for a period of five years.

**(2)** The primary documentation with the results from the written integrated state examinations shall be stored in an archive of the department for a period of one year after the date of the state examination.

**(3)** One copy of the thesis papers, together with the review, shall be stored in an archive of the department for a period of no less than one year after the date of its defence.

**Art. 43. (1)** (Amended and supplemented - AC, 12.06.2025) The grades for the respective subjects completed with an examination must be entered in person by the lead instructors in the electronic report within two days after the examination and in the main book, in batches, no later than on the first business day after the end of the respective examination session.

**(2)** (Amended and supplemented - AC, 12.06.2025) The result from the grading during the semester shall be entered in the electronic examination report by the beginning of the regular examination session for the respective semester (this also applies to subjects with ongoing grading).

**(3)** (Amended - AC, 12.06.2025) The reports shall be stored by the "Bachelor" sector, the "Master" sector or the College of Tourism in accordance with the effective regulatory documents of the state archive.

**(4)** (Amended and supplemented - AC, 12.06.2025) The electronic report shall be finalised within the current examination session by the head of the subject.

**(5)** (Amended and supplemented - AC, 12.06.2025) After the end of the last examination session for the academic year, the examination reports shall be signed by the head of the subject.

**Art. 44. (1)** The ongoing activity related to documenting and storing the results from the grading of students shall be organised and controlled by the teaching staff/instructor.



- (2) (Amended - AC, 12.06.2025) The control on compliance with the requirements of these rules of procedure by the teaching staff/instructor shall be assigned to the head of department and to the faculty deans (or the directors of the Digital and Distance Learning Centre and the College of Tourism).
- (3) At the end of each examination session, the departments and faculty councils/College Council shall discuss and adopt a report about the results from the semester and session grading of the students' knowledge for all academic degree programmes and forms of study.
- (4) (Amended - AC, 12.06.2025) The dean (the director of the College of Tourism) shall control the keeping and storage of the documentation with the final results from the evaluation activity.
- (5) (Amended - AC, 12.06.2025) The overall organisation and control on the activity related to the evaluation of the knowledge, skills and competencies of the students shall be assigned to the deputy rector in Academic Affairs and Quality Assurance.

**Art. 45. (1)** (Amended and supplemented - AC, 12.06.2025) The students subject to grading shall have the right to obtain information about the rules, procedures and results from the evaluation from the university website, the university information system and from the subject course in the eLearn platform.

(2) The students subject to grading shall have the right to submit their claims and complaints if these rules of procedure are not complied with and to request retaking an examination at a resit session.

(3) The student's right to submit claims and complaints shall be valid in the case of established technical omissions or errors (e.g. in the calculation or entering of the grades), as well as in the case of serious grounds for discrepancy between the knowledge, skills and competences demonstrated and the final grade received for them.

(4) (Amended and supplemented - AC, 12.06.2025) Any eventual disputes and claims by the students shall be referred in writing to the teaching staff/instructor, who shall provide a justified response within two business days from the date of receipt of the complaint.

(5) (Amended - AC, 12.06.2025) Adjustments in the grades shall be allowed in the student's book, the examination report or the batch in the main book in the cases under the preceding paragraph, which shall only be done by the head of the subject.

(6) (Amended - AC, 12.06.2025) Student complaints shall be reviewed in accordance with the "Rules for Providing Administrative Services to Students and Doctoral Students".

**Art. 46.** Any established and proven cases of serious breach of the student's rights during the evaluation of their knowledge, skills and competencies shall be referred to the rector of UE – Varna through a written complaint.

### Transitional and final provisions

§ 1. These Rules of Procedure have been adopted by the Academic Council on 25.03.2021 (Minutes No. 22, resolution No. 5) and shall enter into force from academic year 2021—2022.

§ 2. (Amended - AC, 12.06.2025) The rules of procedure have been adopted on the ground of Article 44 and Article 58a of the Higher Education Act and its implementation shall be assigned to the deputy rector in Academic Affairs and Quality Assurance.



## **UNIVERSITY OF ECONOMICS - VARNA**

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**§ 3.** These rules of procedure shall repeal the Rules of Procedure for evaluation of the knowledge, skills and competencies of students in UE – Varna and subsystem “Control and evaluation of the knowledge, skills and competencies of students”.

**§ 4.** (New - AC, 12.06.2025) The amendments to the Rules of Procedure adopted by the AC on 12.06.2025 (Minutes No. 26, resolution No. 1) shall enter into force on 01.09.2025.

**§ 5.** (New - AC, 12.06.2025) The amendments in the provisions in section VI shall enter into force in May 2026.