

GUIDELINES FOR CONDUCTING A STATE EXAM (DIPLOMA PROJECT DEFENCE)

INTERNATIONAL BUSINESS
BACHELOR DEGREE
MARKETING DEPARTMENT, UNIVERSITY OF ECONOMICS-VARNA

Dear colleagues,

The academic team kindly asks you to familiarize yourself with the instructions given for conducting the STATE EXAM (DIPLOMA PROJECT DEFENSE) in International business before taking it.

DATES AND ORGANIZATIONAL ISSUES

Summer session:

11th September 2023 /Monday/ – 09:00 a.m., hall 223, main building UE-Varna

NO LATER than 10 minutes before the start of the exam (10:50 a.m.) you must be in front of hall 222. **You MUST bring a student ID card.**

DIPLOMA PROJECT DEFENCE PROCEDURE

1. The exam will be held on the eLearn platform.
2. The deadline for **uploading the theses** in pdf format, which is NOT locked, is **03 September 2023, 17:00 p.m.** Before uploading your thesis, please make sure that your academic supervisor has approved your project and confirmed it is eligible for defense. You **MUST** upload his or her approval to the platform as well.
3. Together with the diploma project in the same term - indicated in item 2 - each student must upload the following documents:
 - 3.1. Signed Declaration of originality
 - 3.2. Diploma diary
 - 3.3. Exam admission form signed by the scientific supervisor
4. One day prior the date of the defense, each graduate will receive a review of his / her diploma project on email – the one that he / she is registered with on the eLearn platform. We strongly recommend graduates to prepare in advance answers to the reviewer's questions (preferably as presentation as well).
5. The **presentations** that the graduates will deliver on the defence date **MUST** be **uploaded on the eLearn platform** in ppt, pptx or pdf format by **07 September 2023, 17:00 p.m.** Graduates should keep in mind that the eLearn platform has a limit on the size of uploaded files (up to 20 MB). If the presentation is larger, the latter should be uploaded on the

platform in a format which is complying with the size limitations and if is necessary, the full-size presentation could be carried on a portable memory on the defense date.

6. The diploma project defense proceeds according to the art.28 par.2 of the Rules for assessment the knowledge, skills and competencies of students at the University of Economics - Varna. The duration of the diploma project defense ranges approx. from 20 to 30 minutes and is structured as follows: short presentation of the diploma project (up to 5 minutes), presentation of the review and questions addressed to the graduate (up to 10 minutes) and defense of the project, including answering the questions (up to 15 minutes).
7. Each member of the State Examination Commission/Panel assesses individually the performance/defense of the graduate.
8. After all presentations are delivered, the scores (in points) are added, and the arithmetic mean is calculated.
9. When forming the final grade of the state exam (diploma project defense), the arithmetic mean value of the points received by the members of the State Examination Commission/Panel should be transformed into a grade by applying the following scale:

from 41 до 47 points:	Fair 3.00
from 48 до 55 points:	Fair 3.25
from 56 до 58 points:	Good 3.50
from 59 до 62 points:	Good 3.75
from 63 до 66 points:	Good 4.00
from 67 до 70 points:	Good 4.25
from 71 до 73 points:	Very good 4.50
from 74 до 77 points:	Very good 4.75
from 78 до 81 points:	Very good 5.00
from 82 до 85 points:	Very good 5.25
from 86 до 90 points:	Excellent 5.50
from 91 до 95 points:	Excellent 5.75
from 96 до 100 points:	Excellent 6.00

Should you have any questions regarding the exam, please do not hesitate to contact us via using the Forum on Elearn platform or via e-mail:

markconsult@ue-varna.bg

We wish you fruitful preparation and successful completion of your studies!