



RULES ON THE ORGANISATION OF THE LANGUAGE STUDIES AT THE FACULTY OF ECONOMICS AND BUSINESS ADMINISTRATION BACHELOR'S DEGREE PROGRAMMES

These Rules were adopted by virtue of a resolution of the Faculty Council of the Faculty of Economics and Business Administration, Record of Proceedings No. 3/10 March 2020, and updated by Record of Proceedings No. 8/24 March 2026.

They enter into force as of the 2020/2021 academic year.

Organisation of the language studies

1. Language studies at the Faculty of Economics and Business Administration are provided primarily by full-time lecturers at Sofia University St. Kliment Ohridski. At the end of each academic year, the Deputy Dean for Academic Affairs of the Faculty of Economics and Business Administration coordinates with the respective faculties the possibilities for securing full-time lecturers for the respective subjects and the need to engage part-time foreign language lecturers.
2. Language studies at the Faculty of Economics and Business Administration are provided on the basis of uniform curricula approved by the Faculty Council and in accordance with the curriculum plans for the respective student cohorts. All lecturers teaching a given foreign language work under one and the same curriculum.
3. Assessment in all foreign language subjects is based on current assessment.

Compulsory language subjects

4. The groups for the compulsory subjects General Economics (English, German, French) Language and Business (English, German, French) Language are formed on the basis of the administrative groups (from 15 to 20 students), and no further division of students or formation of separate groups is permitted.
5. Where the number of students in any of the language tracks is smaller, it is permissible to form a group of students from different bachelor's degree programmes.
6. The group for the subject Practical Bulgarian for Foreigners, which is compulsory for international students, consists of 15 to 20 students across all bachelor's degree programmes. Where the number of international students is larger, additional groups may be formed, with a minimum of 10 students in each group. The responsible

academic officer enrolls the international students in the subject in the Student Information Management System (SUSI) and notifies them in due time.

Elective language subjects

7. Instruction in foreign language subjects offered as electives is provided under the same curricula as instruction in the compulsory format, which presupposes proficiency in the respective language at the level required under the relevant curriculum.
8. In order to be included in a group for studying an English, German, or French language subject as an elective, students take an entry-level language proficiency test, in accordance with the requirements of the relevant curriculum, during the first week of the winter semester.
9. Students enrolled in degree programmes taught entirely in English, where instruction presupposes English language proficiency at a specified level, do not take an entry-level test when registering for an elective English-language subject.
10. Groups for studying language subjects as electives are formed administratively on the basis of the results of the entry-level test and consist of 15 to 20 students. Instruction in Chinese as an elective may also be conducted in groups with a smaller number of students. The Deputy Dean for Academic Affairs is responsible for forming the administrative groups for the study of foreign languages. The final lists of the groups studying a foreign language as an elective are sent to the respective course coordinators.
11. Where the number of students who have successfully passed the entry-level proficiency test in English, German, or French is smaller and it is impossible to form a separate group:
 - the students are assigned to a suitable main administrative group that studies the respective language in the compulsory format; or
 - no group is formed for studying the respective language as an elective, and the students are redirected to other elective subjects from the curriculum plan for the respective cohort.
12. When language subjects offered as electives run over two semesters, students choose a specific foreign language for the entire academic year, and the choice once made is not subject to reconsideration

Optional language subjects

13. Instruction in a foreign language offered as an optional subject is provided only where a group of at least 10 students has been formed.
14. The formation of more than one group in the respective language as an optional subject is permissible only where the number of students exceeds the size of the administrative groups for the respective degree programmes (15-20 students).