



RULES ON THE RECOGNITION OF EXAMS PASSED AT OTHER HIGHER EDUCATION INSTITUTIONS AND FACULTIES OF SOFIA UNIVERSITY ST. KLIMENT OHRIDSKI

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. 15/14 December 2020, and were updated by Record of Proceedings No. 14/26 July 2021, Record of Proceedings No. 18/25 October 2021, Record of Proceedings No. 1/17 January 2023, Record of Proceedings No. 5/19 March 2024, and Record of Proceedings No. 8/24 March 2026.

They enter into force as of the 2021/2022 academic year.

1. The accompanying Rules stipulate the terms and conditions and the procedure for the recognition by the Faculty of Economics and Business Administration at Sofia University St. Kliment Ohridski of exams passed at other higher education institutions and faculties of the Sofia University St. Kliment Ohridski. Their scope includes:
 - the recognition of exams part of the Student Mobility Erasmus+;
 - exams passed by students in accordance with issued agreement with foreign university for receiving a double diploma, including such from the French programme in Economics and Business Administration of the Faculty of Economics and Business Administration;
 - upon admission of master's degree students having bachelor or master's degree in professional qualifications other than the professional field 3.7. Administration and Management and professional field 3.8. Economics;
 - in case of transfer of a student from a higher education institution to the Faculty of Economics and Business Administration.
2. The application for recognition of results of exams passed at other higher education institutions (in Bulgaria and abroad) is submitted by the student to the Dean of the Faculty of Economics and Business Administration by filling in an application of certain model and by provision of the following additional documents:
 - diploma, academic transcript, or sealed and signed certificate of passed exam, including in relation to studies at any foreign partner university;
 - curriculum in Bulgarian, English, German or French, containing the number of hours studied in the course, the number of credits and brief description of the course in Bulgarian or English, if no annotation is available in the curriculum or if the annotation is in French or German.
3. All documents specified are provided electronically to the person from the administration of the Faculty of Economics and Business Administration, who is

authorised by the Dean of the faculty after signing in hand and scanning the application or after certification by means of electronic signature. In case of finding of incomplete set of documents, the administrator, authorised by the Dean of the Faculty of Economics and Business Administration returns the documents to the student to complete them and if that does not happen within the respective deadlines, the application for recognition is finally rejected.

4. The deadlines for the submission of the applications and the enclosed documents are as follows:
 - for Student Mobility Erasmus+ – after the return of the students from the mobility, but not later than two weeks after the beginning of each semester;
 - exams passed by students in accordance with issued agreement with foreign university for receiving a double diploma, including such from the French programme in Economics and Business Administration of the Faculty of Economics and Business Administration – not later than 31st October for the winter semester and 15th March for the summer semester;
 - upon admission in the master's degree programme of students, having bachelor or master's degree in professional qualifications other than professional field 3.7. Administration and Management and professional field 3.8. Economics – after the end of the master's degree admission campaigns and enrolment of the students in the Faculty of Economics and Business Administration, but not later than 31st October for the winter semester and 15th March for the summer semester;
 - upon transfer of a student to the Faculty of Economics and Business Administration from another higher education institution – in accordance with the internal university rules, adopted by Sofia University St. Kliment Ohridski with respect to transfer of students, but not later than two weeks after the enrolment of the student.
5. The application submitted and the enclosed documents are summarised by the administrator, who is authorised by the Dean of the Faculty of Economics and Business Administration in a register, containing information regarding:
 - the date of submission of the application;
 - the full name of the student;
 - the faculty number of the student;
 - the bachelor major or master's degree programme;
 - the names, credits, class hours and grades of the courses from the other higher education institution, and the names, credits and class hours of the courses from the curricula of the Faculty of Economics and Business Administration for which the student wishes the transferred credits and grades to be recognised, as well as the type of recognition proposed for the respective course (as elective or facultative);
 - the incumbent lecturer in the subject at the Faculty of Economics and Business Administration.

The administrator, authorised by the Dean of the Faculty of Economics and Business Administration reconciles the marks of the exams passed to the six-grade system, using the official scales in the cases when this is necessary.

6. The administrator, authorised by the Dean of the Faculty of Economics and Business Administration handles the first processing of the student's applications, which includes:
 - Assessment and check of how justifiable the application is, based on at least 80% match to the total sum of hours (auditorium classes and extra-auditorium classes) studied, compared to the hours envisaged in the curricula of the Faculty of Economics

and Business Administration. In case of mismatch the administrator, authorised by the Dean of the Faculty of Economics and Business Administration:

- communicates directly with the students to assist them in the preparation of proper applications;
 - when there is a mismatch up to 10% from the total sum of hours the administrator, authorised by the Dean consults with the incumbent lecturer in the subject the validity of the application request;
 - when there is a mismatch in the hours more than 10% from the total sum of hours or if there is a negative resolution from the incumbent lecturer in the subject about the validity of the application request, the administrator, authorized by the Dean makes a proposal for their recognition as facultative subjects;
 - for subjects which do not exist in the curricula of the Faculty of Economics and Business Administration the administrator, authorised by the Dean makes a proposal for their recognition as facultative subjects;
- Assessment of the correspondence of the exams passed in courses under the bilateral agreements concluded for obtaining a double diploma with a French university, in coordination with the person responsible for the French programme in Economics and Business Administration. Where an exam passed at a partner French university is not included in the equivalence tables annexed to the bilateral agreements, the recognition of the exams follows the rules applicable to Erasmus+ Student Mobility. Additional successfully passed exams in courses in connection with studies within Erasmus+ Student Mobility that are not included in the curricula for the education-qualification degree Bachelor at the Faculty of Economics and Business Administration are recognised as elective subjects with 30 lecture hours and 2 credits.
 - The students' applications for the recognition of exams passed at foreign universities, exams passed within the framework of Erasmus+ student mobility, and exams passed under an agreement concluded with a foreign university for the award of a double degree, including within the French programme in Economics and Management, shall be referred to a committee composed of the heads of all departments of the Faculty of Economics and Business Administration.
7. After the approval of the incumbent lecturer in the subject or after the discussion of the committee about recognising the results from exams passed in foreign university, from exams as part of Student Mobility Erasmus+, and from such exams in accordance with issued agreement with foreign university for receiving a double diploma, including such from the French programme in Economics and Business Administration, the administrator, authorised by the Dean fills in the register with the information about the grades on subjects that can be recognised as results for subjects from the curricula in the Faculty of Economics and Business Administration, as well as the information about the subjects' results, which can be recognized as facultative subjects.
 8. The summarised documents and the register are provided to the Dean of the Faculty of Economics and Business Administration who makes the ultimate decision as to the recognition of the exams and the marks by 15th November for the winter semester and by 31st March for the summer semester.
 9. The recognised marks from the exams passed are filled-in into an individual exam protocols by the inspectors responsible for the education-qualification degree Bachelor and the education-qualification degree Master, and then they are obligatory signed and entered in the master register by:

- the incumbent lecturer in the subject when the mark from the exam passed is recognised; also, by the incumbent lecturer in the subject when the student is transferred from another higher education institution in the country and upon admission of master's degree students, having bachelor or master's degree in professional qualifications other than the professional field 3.7. Administration and Management and professional field 3.8. Economics;
 - the Dean of the Faculty of Economics and Business Administration when the recognised results are from exams passed in foreign university, from exams, which are part of Student Mobility Erasmus+ or exams in accordance with issued agreement with foreign university for receiving a double diploma, including such from the French programme in Economics and Business Administration in the Faculty of Economics and Business Administration;
 - the Deputy Dean for Academic Affairs where the courses are recognised as elective or facultative and are not included in the curricula of the Faculty of Economics and Business Administration.
10. Within one week after the Dean's decision, the inspectors responsible for the education-qualification degree Bachelor and the education-qualification degree Master notify the students through the Student Information System of the University (SUSI) of the recognised exam results from their application. The administrator authorised by the Dean of the Faculty of Economics and Business Administration provides information by e-mail to the student regarding the exams that have not been recognised.
 11. After the completion of the recognition procedure, the submitted academic transcripts and/or certificates of students under an agreement concluded with a foreign university for obtaining a double diploma, including within the French programme in Economics and Business Administration, as well as in the case of Erasmus+ Student Mobility, are transferred for safekeeping to the International Affairs and Foreign Students Inspector. The academic transcripts, diplomas and/or certificates from other higher education institutions in the country are transferred for safekeeping to the inspectors responsible for the education-qualification degree Bachelor and the education-qualification degree Master.