**All seats for transfer students for the academic 2017/2018 year are already taken!**

**Medical University – Pleven will not accept transfer student’s applications before June 2018.**

Medical University – Pleven organizes the procedure for recognition of periods of study completed in foreign higher schools in accordance with the Higher Education Act , the ORDINANCE on the State Requirements for Recognition of University Education Acquired in Foreign Institutions of Higher Learning, and of Periods of Studies, Completed at Such Establishments (Adopted by Council of Ministers Decree No. 168 of 14.08.2000), the Regulation on Structure and Activities of MU-Pleven and the Educational Process Organization Rules at MU-Pleven.

1. Recognizing of completed periods of study in foreign higher schools and credits transfer is possible only in the cases when they were acquired from training in the specialty Medicine for educational-qualification Master’s degree;

2. The foreign nationals studying abroad at their own financial resources might continue their training at MU-Pleven after they have completed successfully at least one semester in the respective university.

3. The procedure on recognizing of completed periods of study and credits transfer should have been completed before the applicant is enrolled for a student at MU-Pleven;

4. Persons who are eligible and want such recognition should submit a personal written statement (form) as the following documents are enclosed to it:

а) Identity document;

b) Original or notarized copy of a transcript of records for completed period of study or another identical document, issued by the Institution of higher learning including the following information: names of the studied disciplines in accordance with the curriculum with total number of hours (theoretical and practical classes), description of the grading system and passed examinations;\*

c) Curriculum and syllabus including detailed description of the topics covered by the disciplines;

d) Proof for paid fee for the recognition procedure in the amount of 200 BGN.

\*The documents listed in point 4 b) must be legalized, translated into Bulgarian language and certified in accordance with international treaties of Republic of Bulgaria and the country in which they are issued in line with the general procedure for legalization, translation and certification of documents and other papers.

5. The applications are submitted from 01 June to 01 September each year at International Student Center.

6. The documents are considered by the Expert Committee, appointed by Order of the Rector. Committee members are professors from different departments and at least one representative of the Educational department and Student Office at the Faculty of Medicine. The Chairman of the Committee is the Vice Rector for Education;

7. The Expert Committee verifies at the National Information and Documentation Center the status of the foreign higher schools/universities and the authenticity of the documents issued by them under Art. 17, par. 3, Item 1-3 of the Ordinance on the State Requirements for Recognition of University Education Acquired in Foreign Institutions of Higher Learning, and/or of Periods of Studies Completed at Such Establishments;

8. The Expert Committee issues a statement, pointing out:

a) Compliance/non a compliance of the data of the documents for the studies in a foreign higher school with state requirements for acquiring higher education in Republic of Bulgaria and Educational Process Organization Rules at MU-Pleven;

b) The specific reasons for the recognition or non-recognition.

In case of refusal the experts may enter in their statement a recommendation on possible measures that person could undertake to get recognition at a later stage, including passing additional examinations.

c) Foreign nationals can not be transferred later than 5th semester and the final decision exactly in which semester the applicant should be registered is taken by the Academic Council on the recommendation of the Expert Committee.