

RULES FOR ADMISSION OF STUDENTS IN THE SPECIALTY “VETERINARY MEDICINE”, EDUCATIONAL AND QUALIFICATION DEGREE “MASTER”, TRAINING FOR A FEE, FOR THE ACADEMIC YEAR 2023/2024

I. GENERAL PROVISIONS

Art. 1. These Rules shall govern the terms and conditions for admission of students in the University of Forestry (UF) in the specialty “Veterinary Medicine” at the Faculty of Veterinary Medicine” (FVM), educational and qualification degree “Master”, full-time studies, training conducted in English for a fee, according to the provisions of Art. 21, para. 2, and Art. 95, para. 8 of the Higher Education Act (HEA).

Art. 2. The organization, conducting, and assessment of entrance exams shall be performed by commissions and invigilators, determined and appointed by orders of the Rector of the UF.

II. TERMS FOR APPLICATION

Art. 3. The following persons can apply and be admitted to the UF for training in the specialty “Veterinary Medicine”, training conducted in English for a fee:

1. Bulgarian citizens;
2. Citizens of the European Union (EU) and the European Economic Area (EEA), as well as citizens of the Swiss Confederation;
3. Third-country nationals to the EU.

Art. 4. The applicant students shall meet the following criteria:

1. They shall have completed secondary education, providing them with the right to study in the higher education institutions of the country in which it was acquired;
2. Applicants who have completed their secondary education before 2023 as well as applicants graduating by September 2023 are eligible to take part in the preliminary exam;
3. They shall not be imprisoned due to serving a sentence at the beginning of the academic year;
4. They shall have paid an administrative application fee;
5. They shall present a certificate under Art. 9, para. 4, item 4;
6. For third-country nationals to the EU, the minimum average grade point average of the subjects Biology and Chemistry as per the document for completed secondary education shall not be lower than 62% of the maximum value in accordance with the assessment system of the respective country where the secondary education has been acquired.

Art. 5. (1) The admission of students must be done through an entrance exam in Biology, held in English language.

(2) There are two entrance exams: preliminary (see sections III and IV) and basic (see sections V and VI).

(3) It is allowed to take both the preliminary and the basic entrance exams.

(4) For the applicants who took both exams, the higher score will be valid for the ranking of the applicants (for ranking and enrolment see point VII).

III. SUBMISSION OF APPLICATION DOCUMENTS FOR THE PRELIMINARY EXAM SESSION

Art.6. (1) The following documents are required for application:

1. The application form shall be printed, filled out by hand (all fields are mandatory), and sent to the following e-mail: admission_fvm@ltu.bg.

2. A copy of the document for paid application fee shall also be sent to the following e-mail: admission_fvm@ltu.bg

(2) The application fee amounts to 297 BGN. The bank account of the University of Forestry to which the fee shall be transferred is:

БНБ-ЦУ

BG 73 BNBG 9661 3100 1035 01

BIC CODE BNBGBGSF

Mandatory details of the bank transfer payment documents:

Beneficiary: University of Forestry

Names of the applicant student: XXXXXX XXXXXXXX XXXXXXXX

Details of the payment: applicant student fee.

(3) The application form and payment document shall be sent **from 02.05.2023 to 30.05.2023**.

IV. PRELIMINARY ENTRANCE EXAM

Art. 7. (1) The applicant students shall sit a preliminary entrance exam in Biology, conducted in English language. The exam is anonymous, in the form of a test, carried out online.

(2) The test shall cover the training material, studied in Biology in secondary/high school education. The UF shall publish on its website the “Programme of the Entrance Exam in Biology in English”, containing the topics on which the exam is conducted (Annex 1).

(3) The preliminary entrance exam shall consist of 50 closed-ended questions divided into two parts. The first part shall include 10 questions testing the applicants’ abilities to read and comprehend Biology texts in English, and the questions shall be related to the content of the given text. Each question shall have three answers, only one of which is correct. The second part shall consist of 40 questions with four answers, only one of which is correct. Each correct answer from the first part shall bring 2 points, and from the second part – 1 point. No points shall be deducted for giving a wrong or missing answer.

(4) The preliminary entrance exam shall be conducted under the following conditions:

1. Applicants, who have submitted the application form and have paid the application fee, shall be admitted to the exam.

2. The online exam shall be carried out via the Skype application and the Blackboard platform.

3. The applicants shall have a reliable Internet connection and a computer configuration with “Microsoft Windows” OS (Operating System), a working webcam and a microphone. Eligible browsers are Chrome, Mozilla Firefox, Edge, and Internet Explorer. The video and audio connection during the exam shall be made via the Skype application in which the application students shall have valid accounts.

(5) Two days before the exam (on 31.05.2023) each applicant student shall receive on the e-mail, indicated in the application form, a username, password and a link to access the Blackboard online platform, where the preliminary exam will be held. The applicants can check the platform with a sample test.

(6) One day before the exam (on 01.06.2023) each applicant student shall receive an invitation to his/her e-mail address to add the Skype account of his/her invigilator, which he/she shall confirm and contact the invigilator via Skype.

(7) The preliminary exam in Biology in English shall be conducted on **June 2, 2023, at 13:00** local time, Sofia – Currently Eastern European Summer Time (EEST) (UTC +3).

(8). The duration of the exam shall be 120 (one hundred and twenty) minutes – 2 hours.

(9). At the beginning of the exam, each applicant student shall perform the following:

1. To show the invigilator his/her identity document with clearly visible photo and names;

2. To share his/her computer screen;

3. To open in the selected browser the link to the Blackboard platform for conducting the online exam and identify himself/herself in it, using the username and password provided;

4. To confirm his/her agreement with the terms and conditions of the exam by clicking the “Save and Submit” button on the screen.

(10) The following technical rules and requirements shall be observed during the exam:

1. The webcam shall be pointed so that the invigilator can see the application student at all times.

2. The use of supporting means; the access to supporting resources, including electronic ones; the presence of other persons in the room of the applicant student; and leaving the workplace, determined before the start of the exam (by the video surveillance), shall not be allowed.

3. Up to three disconnections, due to technical reasons, shall be allowed. In case of disconnection, the re-login to the platform shall be allowed, following the same process as for the initial login.

4. The applicant students shall not be allowed to provide any information on his/her work on the test to another address or social network before publishing the exam results on the website of the UF.

5. The applicant student shall work consistently on all questions, and the answers can be given in any order. Changes in the answers shall be allowed before the completion of the whole test, which can be completed at any time within the specified deadline. The applicant student shall give a sign for completing the test and press the “Save and Submit” button on the screen.

(11) The exam shall be cancelled if any of the requirements, specified under para. 4 and para. 5, has been violated, as well as in case of an action, compromising the anonymity of the applicant student.

Art. 8. (1) The assessment of the preliminary entrance exam tests shall be carried out by an exam commission, determined by an order of the Rector of the UF.

(2) The answers to the test questions are automatically recorded by the Blackboard platform in accordance with the criteria under Art. 7, para. 3. The results of each applicant student in points shall be coded and provided to the commission under para. 1, which shall check again the entrance exam test of each applicant student in the Blackboard platform. The total maximum number of points is 60. The point results shall be converted by the commission under para. 1 in a grade according to the six-point grading system given in the table in Annex 2. The minimum number of points for inclusion in the ranking shall be 30, which is equal to a grade Average (3.00).

(3) The commission under para. 1 shall draw up a protocol on the results of the entrance exam by fictitious numbers. The protocol shall contain: a fictitious number, the number of points scored from the first part of the test, the number of points scored from the second part of the test, the total number of points from the test, and a grade based on the six-point grading system. The protocol shall be submitted to the Head of the Education Activity Division.

(4) The Head of the Education Activity Division shall organize the deciphering of the results and compile a list of the applicant students with their grades according to the six-point grading system, which shall be approved by the Vice-Rector of educational activities of the UF.

(5) The results of the test shall be published on the website of the UF on June 6 (Tuesday) after 10:00. The access to the results shall be personal for each applicant student.

V. SUBMISSION OF APPLICATION DOCUMENTS FOR THE BASIC EXAM SESSION

Art. 9. (1) The submission of documents and conduct of the entrance exam shall be organized by the Faculty of Veterinary Medicine.

(2) The application documents shall be submitted in the Central Building of the UF, office 104, in person, by an authorized representative or a company. Documents sent by mail shall not be accepted.

(3) The term for submission of application documents is **from 05.06. to 08.09.2023.**

(4) The following application documents are required:

1. Application form with an attached photo of the applicant student, containing brief personal information and the desired specialty.

2. Copy of the document (diploma) for completed secondary/high school education with an annex showing the grades in Biology and Chemistry of the applicant student. The grades in Biology and Chemistry must be at least 62% of the maximum possible value according to the assessment system of the respective country.

3. Document (certificate) issued by an authorized institution indicating the applicant's right to continue his/her education in a higher education institution in the country where the secondary education was completed.

4. Together with the diploma for completed secondary education, all applicants shall also present a certificate, issued by the regional Department at the Ministry of Education, for recognized completed secondary education with grades, equated to the grades according to Art. 9, para. 1 of Ordinance No. 11 of 1 September 2016 for evaluation of the students' training results.

5. Copy of the applicant's identity document.

6. Scanned copies of all documents from p.1 to p.6 shall be sent to the following e-mail: admission_fvm@ltu.bg.

7. Two recent photos of the applicant (3,5/4,5 cm).

8. Copy of the document for paid application fee. The fee amounts to 297 BGN. The bank account of the University of Forestry to which the fees shall be transferred is:

БНБ-ЛЦУ

BG 73 BNBG 9661 3100 1035 01

BIC CODE BNBGBGSF

Mandatory details of the bank transfer payment documents:

Beneficiary: University of Forestry

Names of the applicant student: XXXXXX XXXXXXXX XXXXXXXXX

Details of the payment: applicant student fee

9. Declaration of authenticity of the submitted documents, signed by the applicant student.

(5) The documents under items 2, 3, 5, and para. 4 shall be translated, legalized, and certified in accordance with the provisions of the international treaties of the Republic of Bulgaria with the state where they were issued, and in the absence of such – by the general order for legalizations, translations, and certifications of documents.

(6) Upon submission of the documents, the official, after checking, shall note the reference number of the application and return to the applicant student or the authorized person information containing the reference number and applicant's name.

VI. ENTRANCE EXAM

Art. 10. (1) The applicant students shall sit an entrance exam in Biology, conducted in English language. The exam is anonymous, in the form of a test, carried out online.

(2) The test shall cover the training material, studied in Biology in the secondary/high school education. The UF shall publish on its website the “Programme of the Entrance Exam in Biology in English”, containing the topics on which the exam is conducted (Annex 1).

(3) The entrance exam shall consist of 50 closed-ended questions divided into two parts. The first part shall include 10 questions testing the applicants’ abilities to read and comprehend Biology texts in English, and the questions shall be related to the content of the given text. Each question shall have three answers, only one of which is correct. The second part shall consist of 40 questions with four answers, only one of which is correct. Each correct answer from the first part shall bring 2 points, and from the second part – 1 point. No points shall be deducted for giving a wrong or missing answer.

(4) The entrance exam shall be conducted under the following conditions:

1. Applicants, who have submitted the complete set of application documents and have paid the application fee, shall be admitted to the exam.

2. The online exam shall be carried out via the Skype application and the Blackboard platform.

3. The applicants shall have a reliable Internet connection and a computer configuration with “Microsoft Windows” OS (Operating System), a working webcam and a microphone. Eligible browsers are Chrome, Mozilla Firefox, Edge, and Internet Explorer. The video and audio connection during the exam shall be made via the Skype application in which the application students shall have valid accounts.

4. On 08.09.2023, each applicant student shall receive on the e-mail, indicated in the application form, a username, password, and a link to access the Blackboard online platform, where the entrance exam will be held. The applicants can check the platform with a sample test.

5. One day before the exam (on 11.09.2023) each applicant student shall receive an invitation to his/her e-mail address to add the Skype account of his/her invigilator, which he/she shall confirm and contact the invigilator via Skype.

6. The entrance exam in Biology in English shall be conducted on **September 12, 2023 at 13:00** local time, Sofia – Currently Eastern European Summer Time (EEST) (UTC +3).

7. The duration of the exam shall be 120 (one hundred and twenty) minutes – 2 hours.

8. At the beginning of the exam, each applicant student shall perform the following:

1) To show the invigilator his/her identity document with clearly visible photo and names;

2) To share his/her computer screen;

3) To open in the selected browser the link to the Blackboard platform for conducting the online exam and identify himself/herself in it, using the username and password provided;

4) To confirm his/her agreement with the terms and conditions of the exam by clicking the “Save and Submit” button on the screen.

(5) The following technical rules and requirements shall be observed during the exam:

1. The webcam shall be pointed so that the invigilator can see the application student at all times.

2. The use of supporting means; the access to supporting resources, including electronic ones; the presence of other persons in the room of the applicant student; and leaving the workplace, determined before the start of the exam (by the video surveillance), shall not be allowed.

3. Up to three disconnections, due to technical reasons, shall be allowed. In case of disconnection, the re-login to the platform shall be allowed, following the same process as for the initial login.

4. The applicant students shall not be allowed to provide any information on his/her work on the test to another address or social network before publishing the exam results on the website of the UF.

5. The applicant student shall work consistently on all questions, and the answers can be given in any order. Changes in the answers shall be allowed before the completion of the whole test, which can be completed at any time within the specified deadline. The applicant student shall give a sign for completing the test and press the “Save and Submit” button on the screen.

(6) The exam shall be cancelled if any of the requirements, specified under para. 4 and para. 5, has been violated, as well as in case of an action, compromising the anonymity of the applicant student.

Art. 11. (1) The assessment of the entrance exam tests shall be carried out by an exam commission, determined by an order of the Rector of the UF.

(2) The answers to the test questions are automatically recorded by the Blackboard platform in accordance with the criteria under Art. 10, para. 3. The results of each applicant student in points shall be coded and provided to the commission under para. 1, which shall check again the entrance exam test of each applicant student in the Blackboard platform. The total maximum number of points is 60. The point results shall be converted by the commission under para. 1 in a grade according to the six-point grading system given in the table in Annex 2. The minimum number of points for inclusion in the ranking shall be 30, which is equal to a grade Average (3.00).

(3) The commission under para. 1 shall draw up a protocol on the results of the entrance exam by fictitious numbers. The protocol shall contain: a fictitious number, the number of points scored from the first part of the test, the number of points scored from the second part of the test, the total number of points from the test, and a grade based on the six-point grading system. The protocol shall be submitted to the Head of the Education Activity Division.

(4) The Head of the Education Activity Division shall organize the deciphering of the results and compile a list of the applicant students with their grades according to the six-point grading system, which shall be approved by the Vice-Rector of educational activities of the UF.

(5) The results of the entrance test shall be published on the website of the UF on September 13 (Wednesday) after 15:00. The access to the results shall be personal for each applicant student.

(6) The correct answers of the test shall be published on the website of the UF within the term under para. 5. On 13.09.2023 between 15:30 and 16:30 after the announcement of the entrance test results, each application student shall have the right to submit a request to be acquainted with the reasons for the received grade. Third parties shall not be allowed to request information.

(7) The results of the entrance test shall be considered final, not subject to re-evaluation and valid only for the academic year 2023/2024.

VII. RANKING AND ENROLLMENT

Art. 12. (1) The ranking of applicant students shall be based on the number of enrolled students, determined by the Academic Council of the UF, the available capacity for training in the professional field, and the admission score of the applicant students.

(2) The admission score shall be formed as the sum of the following components:

1. Duplicated grade from the entrance exam;
2. The grade in Biology from the secondary education diploma;
3. The grade in Chemistry from the secondary education diploma.

(3) The admission score grades from the secondary education diploma under para. 2, item 2 and item 3 shall be equated to the six-point grading system.

(4) All applicant students who have successfully passed the entrance exam shall be included in the ranking. It shall be performed in descending order of the admission scores.

(5) The Head of the Education Activity Division shall organize the issuance of an order for the enrolled applicant students, which shall be approved by the Rector of the UF.

(6) The **first ranking** shall be announced on September 14, 2023 at 14:00.

Art. 13. (1) The enrolment of admitted students from the first ranking shall be made in accordance with the order by the Rector of the UF within the period from 14.09.2023 to 21.09.2023.

(2) Upon enrolment, the admitted students shall present the following documents:

1. Documents for enrolment according to a template – available in the bookstore of the UF;

2. A document for paid semester tuition fee for the first semester.

(3) Upon leaving/quitting of student's own volition, the paid semester fee shall **not be refundable**.

(4) The enrolled students shall sign a training agreement with the UF – by a template, provided by the Dean's office of the FVM.

(5) The enrolled students shall be obliged to know their rights and comply with their obligations, specified in the Rules of the UF.

Art. 14. In case of vacant places, a **second ranking** shall be made, which shall be announced on September 27, 2023. The period for enrolment of students admitted from the second ranking shall be from 27.09 to 29.09.2023.

VIII. PROVISION OF INFORMATION SECURITY

Art. 15. The University of Forestry shall ensure the information security while using the exam documents and a reliable environment for conducting the entrance exam. Video surveillance shall be provided during the exam in accordance with the Personal Data Protection Act (PDPA) and the General Data Protection Regulation (Regulation /EU/2016/679, applied from 25.05.2018), including Art. 4, § 2 of the Regulation on personal data processing. In accordance with Art. 6, § 1, points "b" and "e" of the Regulation, the processing of personal data is lawful if it is used for the performance of a task in the public interest or in the exercise of official powers conferred on the controller. Video surveillance is one of the measures to counteract the manipulation of the exam results.

The UF complies with all requirements when using technical means for personal data processing only for the purposes of the admission campaign. Only officials, engaged in the implementation of activities related to conducting the exam, shall have access to the information. The University is a controller of personal data in compliance with the provisions of the Higher Education Act. Once the exam is completed, the controller shall delete all information collected through the video surveillance.

A complete recording of the exam shall be made. The IP addresses of computers used for logging in the system, the start and end time, answers and corrections, as well as the applicant's behaviour and the surrounding environment, shall be recorded.

IX. PROVISION OF CONTROL

Art. 16. (1) The invigilators shall be appointed by an order of the Rector of the UF to ensure the order and conditions for the objective implementation of the exam.

(2) The invigilators shall be obliged to get acquainted and comply with all requirements, determined by these Rules and the requirements, provided by the members of the exam commissions.

(3) Upon noticing of inadmissible actions or use of inadmissible resources by the applicant students, the invigilators shall inform the Central Exam Commission, which shall make a decision on the case, including a decision for termination and/or cancellation of the exam.

Art. 17. Upon established violations by employees of the UF regarding the application of these Rules, they shall be liable in accordance with the Labour Code, internal acts of the UF, and the current legislation of the Republic of Bulgaria.

ADDITIONAL PROVISIONS

§ 1. The specific cases for the admission score grades from the secondary education diploma shall be solved as follows:

1. When there is no an admission score grade in the secondary education diploma or the subject was studied as a part of a complex subject, a certificate issued by the secondary school shall be presented, certifying the respective grade in the years during which the subject was studied or certifying that the respective subject is a part of a complex subject.

2. When the secondary education diploma contains two grades on the admission score subject, one of which being from the state matriculation exam, and the other from the course of study, the grade from the state matriculation exam shall be considered as the admission score grade.

3. When the secondary education diploma contains more than one grade on an admission score subject, the arithmetic mean value shall be considered.

§ 2. The unsettled issues under these Rules shall be resolved by the commissions under Art. 2 in accordance with their assigned competencies or by the Rector of the UF.

FINAL PROVISIONS

§ 3. These Rules have been developed pursuant to Art. 21, para. 1, item 2 and Art. 68, para. 1, item 2 of the Higher Education Act, and Art. 97, para. 1, item 2 and para. 10 of the Rules of the UF.

§ 4. The present Rules were adopted by the Academic Council of the UF (Minutes No. 35/29.03.2023), entered into force on the day of their adoption, and shall be valid for the admission of students for the academic year 2023/2024.

Annex 1

PROGRAMME OF THE ENTRANCE EXAM IN BIOLOGY IN ENGLISH

1. Types of tissues. Epithelial and connective tissue.
2. Muscle and nerve tissue.
3. Structure of bones and joints. Skull.
4. Bones and joints of the spine, chest and limbs.
5. Muscles. Muscle physiology.
6. Blood.
7. Immunity.
8. Heart and blood vessels. Cardiac activity and blood circulation.
9. Respiratory organs. Breathing.

10. Digestion. Digestion in the oral cavity.
11. Digestion in the stomach and intestines.
12. Organs of the urinary system.
13. Skin.
14. Male reproductive system.
15. Female reproductive system.
16. Spinal cord.
17. Brain. Telencephalon.
18. Pituitary gland, thyroid gland, parathyroid glands.
19. Population - species, composition and structure.
20. Biocenoses (natural communities).
21. Interaction between populations in the biocenosis.
22. Ecosystems – structure and productivity. Substance cycle and energy flow in ecosystems.
23. Proteins. Polypeptide chains.
24. Structure and properties of proteins: primary, secondary, tertiary and quaternary structure; properties of proteins.
25. Biological catalysts - enzymes.
26. Nucleic acids. Deoxyribonucleic acids - structure, role in heredity.
27. Ribonucleic acids - structure, types, functions.
28. Eukaryotic cells – size, shape and structure.
29. Interactions between cells and the environment - structure of the plasma membrane and transport across membranes.
30. Cellular uptake and secretion.
31. Cell energy – mitochondria, chloroplasts.
32. Nucleus – definition, structure and function.
33. Chromosomes.
34. Photosynthesis. Light phase of photosynthesis.
35. Dark phase of photosynthesis. Influence of various factors on photosynthesis.
36. Degradation of nutrients in the cell - glycolysis, Krebs cycle.
37. Biological oxidation.
38. Replication - DNA biosynthesis.
39. Transcription - RNA biosynthesis.
40. Translation - protein biosynthesis.
41. Cell division. Mitosis - essence and regulation.
42. Meiosis - essence, phases, meaning.
43. Monohybrid cross.
44. Dihybrid cross.
45. Genes interaction.
46. Gender genetics.
47. Linked inheritance and crossover.
48. Modification variability.
49. Genotypic variation.
50. Germ cell development.
51. Fertilization.
52. Embryonic development.
53. Postnatal development. Aging. Death.
54. Charles Darwin's theory of evolution.
55. Evidence of evolution: paleontology.
56. Evidence of evolution: anatomy, embryology and molecular biology.
57. Modern theories of evolution. Microevolution and macroevolution.

58. Human origin and evolution.

Annex 2

Table for conversion of the point results into grades according to the six-point grading system

Points	Grade
0-29	2,00
30	3,00
31	3,10
32	3,20
33	3,30
34	3,40
35	3,50
36	3,60
37	3,70
38	3,80
39	3,90
40	4,00
41	4,10
42	4,20
43	4,30
44	4,40
45	4,50
46	4,60
47	4,70
48	4,80
49	4,90
50	5,00
51	5,10
52	5,20
53	5,30
54	5,40
55	5,50
56	5,60
57	5,70
58	5,80
59	5,90
60	6,00