



# TECHNICAL UNIVERSITY OF SOFIA



**A GUIDEBOOK**  
for the foreign students

*In aid of the  
foreign students  
in the preparatory  
courses in  
Bulgarian, English  
and German  
at the TU – Sofia and  
the first year students  
in the Bachelor's and  
Master's degrees*



# WELCOME!

You are already university students and on the long and winding road of accumulating knowledge you will face some difficulties and will have to deal with them.

In order to assist you in that we have attempted to provide you with answers to some of the questions you are about to face.



## FIRST STEPS

### 1. Enrolment

After gaining the right to enroll and have arrived at the TU – Sofia, you proceed to the „**Foreign Students**” Department – rooms **1154 A** and **1154 B** where, on presenting a receipt for the payment of the tuition fee or a record of a bank transfer of the fee, you will be given a **set of the enrolment documents** (*Formal Acknowledgement of the right to enroll, Student’s Record Book, Student’s Record Card, Student’s Identity Card*).

The annual tuition fee is paid in two equal installments within two weeks after the start of each semester. Payment should be made:

- **by a bank transfer** to the account of the TU – Sofia (**only in Euro**);

- **in cash** – at the cashier’s office of the TU – Sofia, **bl. 1, room 1340 in the lev** equivalent of the respective tuition fee.

### 2. On-campus accommodation

The „**Students’ Hostels**” Department, **bl. 1, room 1152 A**, issues a „**Letter for Accommodation**” on presenting a certificate issued by the „**Foreign**

**Students’ Department** that you have been enrolled as a student.

### 3. Address registration

After being accommodated in the hostel you have to register in **block No. 5** (*the building of „Studentska” Municipality*). If you are going to live in a rented place you have to register in the municipality where your place of residence is. You can get **more information** from the staff of the **„Students’ Hostels” Department** or from the housekeeper of the block where you have been accommodated.

### 4. Getting an identity card for temporary residence



In order to get an **identity card** for temporary residence in the Republic of Bulgaria from the **„Migration sector”** of the police authorities in the city of **Sofia, 48 „Maria Luisa”** boulevard, you will need the following documents:

- a **certificate issued** by the **„Foreign Students” Department of TU – Sofia** that



you have been enrolled as a student for the respective semester;

- a „**Letter of Accommodation**” for the students’ hostel or a Rental Agreement if you are staying in a rented place;

- a **national passport** with a study permit – **type D visa** (as a student);

- a receipt of payment of the charge for the issuance of the **identity card**;

- a **recent photograph**.

## 5. Getting a travel card for the public transport

All full-time university students are entitled to a student discount and can get their card from the public transport ticket offices on presenting a duly stamped Student’s Record Book and a recent photograph.

**Important!** Until you get your identity card **do not leave Bulgaria** as you will lose your right to **type D visa** and will not be able to reenter the country.

## THE MOST IMPORTANT THINGS

### FOR YOU TO KNOW FROM

## THE UNIVERSITY STATUTES

After enrolment at TU – Sofia, all foreign students have the rights and duties of the Bulgarian students.

### RIGHTS

- To get education and professional qualifications in accordance with the curriculum and the state requirements.

- To study all the subjects included in the respective programme.

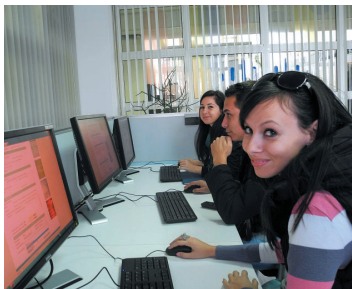
- To select from the elective and optional subjects and the lecturers who teach them.

- To complete their studies earlier than the programme envisages under the terms specified by the Faculty Board.

- To have consultation classes with the Professors, Associate Professors and Assistant Professors in the respective subjects.

- To choose between classes in the same subject taught by different lecturers if they follow the same syllabus.





- do part of their studies in another Higher institution, Faculty or programme under the terms and procedures approved by the Academic Board.

- To use the teaching and learning facilities and the database of the university in their studies.

- To participate in research and development when the level of their knowledge permits it.

- To use the sports, recreation and tourism facilities of the university.

- To get premium administrative service at the university.

- To express their opinion on the teaching and learning process in a way provided for by the Academic Board.

- To join educational, scientific, cultural and sports associations in order to protect and satisfy their interests as well as to be members of organizations whose activities do not contravene the laws of Republic of Bulgaria.

- To elect and to be elected on the Students Board which is part of the management body of the university – the Academic Board.

- To enroll on a second study programme after passing their first year examinations in their first study programme.





- Full-time students have the right to sit their examinations during the examinations period of the extra-mural students provided they have arranged it with the lecturers.

- Students with chronic diseases, those who need to have regular medical check-ups because of the state of their health and those who suffer from a serious disease during examinations can sit their examinations at a different time after they get permission from the Dean of the Faculty.

- Students in the Bachelor's Degree get a deferred enrollment for the following year if they have not passed up to two examinations one out of which can be from a previous year.

- Students can resit their examinations in up to 4 subjects in order to improve their marks only once, provided the mark is other than Poor (2).

- In special cases and on the basis of an application submitted by the student, the Dean of the Faculty in which he/she studies can appoint a panel of lecturers, other than the lecturer who had taught the subject, to hold the examination.

- Students who would like to move to another study programme have to apply to the Rector not later than the beginning of the academic year.

- Moving to another study programme within TU is done:

- upon a resolution of the Dean if it is within the same faculty;

- upon a resolution of the Rector and the consent of the Deans of the respective faculties and on presenting an academic record issued by the faculty in which the student had studied.

- During the academic year with a resolution of the Dean the student is allowed to be absent, with valid reason, for no longer than 30 days for full-time students and 7 days for extra-mural students. The students will have to take the laboratory and practical classes they have missed along a schedule provided by the respective department.

- During the academic year students have the right to sit an examination three times in all – once in an examinations term. If their mark from the continuous assessment during the semester is Poor they will have to sit an examination in that subject.

- Students who have been admitted under a state grant in compliance with the Council of Ministers Decrees and who have an average overall grade of Good (4.00) or a higher grade from the last two semesters are entitled to a state scholarship.



- Foreign students admitted on a state grant as well as students with double citizenship, one of which is Bulgarian, also admitted on a state grant, have health security paid for by the university. The rest of the foreign students can get health insurance from the insurance companies.

- All students have equal rights and the only criterion for assessing their performance is the grade they have achieved in the course of their studies.



## DUTIES

● The main responsibility of the students is to attend their lectures and seminars regularly and to participate actively in the compulsory forms of study in accordance with the curriculum and the syllabi. Regular attendance of the lectures and the seminars, the preparation of the laboratory and course assignments are needed to get the lecturers' signatures at the end of the semester. The Dean of the respective faculty then authenticates the completion of the semester. Only after that authentication the student can sit the examinations. A deferred authentication is possible on



failure to get a lecturer's signature in one subject /once in the whole course of study/. Lectures and seminars in the subject have to be attended again in the following year, and the lecturer's signature is needed in order to be able to sit the examination.

- Mastering the language in which the teaching is conducted is a prerequisite for further success in the later stages of the university studies.

- The rights of the following students are suspended for a period of one academic year:

- those who have not paid the due tuition fee for the semester;

- those who have not got an authentication of the semester;

- those who have not passed their examinations until the end of the academic year.

- For the whole course of study only one suspension, for the reasons given above, is allowed.

- Students whose studies have been suspended must pass all the examinations they have failed in order to continue their studies.

- Students whose studies have been suspended and students who have not taken examinations from the previous year must sit those with the lecturer who

had taught them. If that is not possible the Head of Department appoints another examiner and informs the Dean in writing.

- In case of continuous and serious illness or other valid reasons the Rector, following a notification by the Dean, can permit some students to have their studies suspended but for no longer than a period of 5 years.

- Long terms of suspension are allowed only after the successful completion of the first year of studies.

- Students who have violated the rules in the Statutes of TU – Sofia are penalized with:

- a reprimand;
- forewarning of expulsion from TU – Sofia;
- expulsion from TU – Sofia.

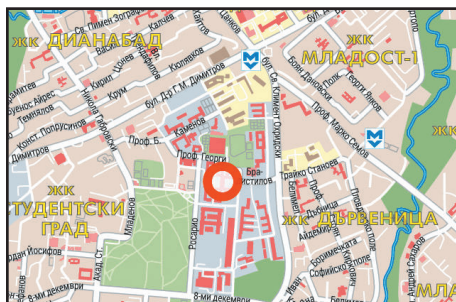
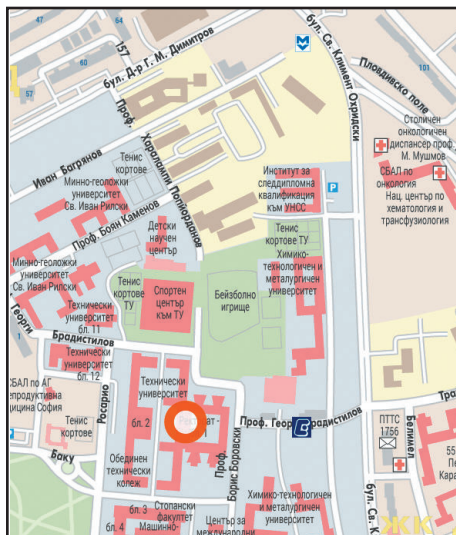
- Students can lodge an appeal to the Rector against the penalty. When the degree of penalty is determined the student is given a hearing.

**Students leave TU – Sofia when:**

- they successfully complete their course of study;
- they drop out;
- they move to another higher institution.



## HOW TO REACH US



If you have any difficulties or issues, which need to be clarified you can contact:

the staff of the „Foreign Students” Department;

the Students Office of the faculty where you study;

the Deans;

the Heads of Departments;

the Students Board;

the Vice-Rectors.

The website of TU – Sofia

[www.tu-sofia.bg](http://www.tu-sofia.bg)

can also be of help as it provides full and up-to-date information on the programmes, curricula, syllabi, timetables, schedules, faculties, lecturers etc.

***Take our advice:*** Do not live in isolation, mix with your Bulgarian colleagues as this will provide you with the opportunity to improve the language of this country more quickly and to adapt to the process of teaching and learning and the novelties of the life of a student.

# GOOD LUCK!