

APPROVED BY:

Prof. K. Ivanov, MD, PhD, DSc

**SELECTION PROCEDURE**

for the selection of participants in summer practices in First Moscow State Medical University “I. M. Sechenov” and North-western State Medical University “I. I. Mechnikov”, Russia

Medical University of Varna

The procedure for the selection of participants in summer practices in First Moscow State Medical University “I. M. Sechenov” (Moscow) and North-western State Medical University “I. I. Mechnikov” (Saint Petrsburg), Russia is implemented at institutional level and is organized in such a manner as to guarantee objective, transparent and fair selection as well as absence of conflict of interest on behalf of the persons carrying out the selection process.

 The selection procedure of participants in summer practices in Russia has been approved by a commission consisting of the following persons:

1. Prof. Todorka Kostadinova, PhD – Vice Rector for International relations, Accreditation and Quality;
2. Prof. Dr. Albena Кerekovska – Vice Rector for Students’ Affairs;
3. Prof. Dr. Radoslav Radev – Dean of the Faculty of Medicine;
4. Assoc. Prof. Dr. Tsvetan Tonchev – Dean of the Faculty of Dental Medicine;
5. Prof. Diana Ivanova – Dean of the Faculty of Pharmacy;
6. Assoc. Prof. Emanuela Mutafova – Dean of the Faculty of Public Health;
7. Aneta Dokova – Director of Department of International Relations
8. Siyana Boynovska – Expert at the Department of International Relations

**Students’ summer practices**

 All students of Medical University “Prof. Dr. Paraskevc Stoyanov” - Varna are entitled to participate in summer practices provided they meet the following **application requirements**:

* The students have to be in the third, fourth or fifth year of their academic studies in the specialties of medicine, dental medicine and pharmacy or in the third or fourth year in the specialties of nursing and midwifery.
* The students have to have achieved a minimum average grade “Very good 4.50” from their academic studies as to the application date.
* The students have to have successfully passed all examinations due up to the date of their application.
* The students can participate in more than one summer practice but not in the same university.
* To be entitled to a summer practice in Russia the students are required to be proficient in English proved by a certificate and/or a diploma for completed higher education with intensive English language teaching. The proficiency in Russian is an advantage.

**Residents’ summer practices**

All residents of Medical University “Prof. Dr. Paraskev Stoyanov” - Varna are entitled to participate in summer practices provided they meet the following **application requirements**:

* The residents should have a minimum grade “Very good 4.50” from their diploma for completed higher education.
* The residents can participate in more than one summer practice but not in the same university.
* To be entitled to a summer practice in Russia the residents are required to be proficient in English proved by a certificate and/or a diploma for completed higher education with intensive English language teaching. The proficiency in Russian is an advantage.

**Selection of the participants**

 The selection of the candidates for participation in summer practices is made on a competitive basis and passes through the following stages:

1. **Announcement of the campaign for summer practices in Russia**

At the beginning of the second semester of every academic year (in February) MU-Varna organizes a campaign for recruiting participants in the summer practices in Russia. The candidates apply for the summer practices to be carried out in the summer of the same calendar year.

 The number of the participants in the summer practices is based on signed working programmes with partner universities.

The coordinator of the practice places announcements (in Bulgarian and in English) on the notice board in front of the Department of International Relations, including the number of vacancies for which candidates can apply, the required documents and the application deadline. The announcements are also published on the internet site of MU-Varna.

1. **Documents submission**

The following **application documents** are submitted before the announced deadline:

1. Application form;

2. Certificate of average academic grade from the students’ academic studies, issued by the Department of Students’ Affairs;

 (Copy from the diploma for completed higher education for the residents)

3. Certificate proving the level of language proficiency or copy of the diploma for specialized language training (language school, mathematical school, etc.);

4. Curriculum vitae.

 The documents for the students’ summer practices are submitted at the Deans’ offices of the respective faculties and for the residents at the Department of International Relations. After the deadline for documents submission the candidates are informed about the date and place of their interviews.

1. **Interview**

The selection of the outgoing students is carried out as a competition organized by the Department of International Relations. The interviews are held in English and Bulgarian language.

The interviews with the candidates are conducted by examination commissions in a way that guarantees objective, transparent and fair selection as well as lack of conflict of interest on behalf of the persons conducting the interviews.

During the interviews the following are assessed: candidate’s motivation for participation in summer practices, communicative skills, public activities, sports achievements, general intelligence, initiative, etc.

The candidate receives a grade from the interview, which is one of the selection criteria.

**Selection commission meeting**

The Commission for candidate selection consists of the vice rectors, the deans of the faculties and representative(s) of the Department of International Relations.

The candidates are classified based on the following criteria:

* Academic performance
* Grade from the interview
* Student’s activity
* Proficiency in Russian language
* Year of academic studies (Students in higher courses of their academic studies are given a priority.)

The deans of the faculties have the right of assessing the criteria in order of importance.

The selection procedure is accomplished with the preparation of the list with students approved to participate in the summer practice.

The candidate classification is announced on the notice board in front of the Department of International Relations and by e-mail to the participants within 3 working days from the date of the Selection Commission meeting.