



DEAR STUDENTS,

In relation to Art. 43 of the Regulations on Educational Affairs at the Medical University “Prof. Dr. Paraskev Stoyanov” – Varna and Art. 2 para. (1) item 4 and art. 4, para. (2), item 4 of the Rules for raising and spending funds under the “Scholarships, grants and awards fund” at the Medical University “Prof. Dr. Paraskev Stoyanov” – Varna, and a decision of the Faculty of Medicine under protocol №28/11.09.2020, starting from the beginning of the academic year 2020/2021, are introduced “Internal rules of the Faculty of Medicine for admission and reporting of the activities of students-demonstrators (tutors)”.

For this purpose:

1. Students who have shown significant interest in the discipline and acquired very good and excellent theoretical knowledge and practical skills, confirmed by their exam results are selected as demonstrators (tutors): **average study grades** at the time of application for a demonstrator should **not be lower than "Very good 4, 50"** and **a grade in the discipline** for which they applied for a demonstrator **not lower than "Very good 5.00"**. **A student can be a demonstrator in only one discipline.**
2. Each student submits an application (entered by the "Records office" (Registrar); room 102 in the Rectorate building) to the head of the respective department/ES within two weeks from the start of the academic year/semester. New demonstrators must provide also a recommendation letter from the professor, who trained them in the respective discipline. Applications are considered at a meeting of the relevant **Department Council**.
3. **Within one month** from the begin of the academic year/semester the head of the department/ES submits a report to the Dean containing a list of approved student-demonstrators, who will participate in the educational activities of the department/ES. The report shall mention **the discipline and the period** for which the relevant demonstrators will be engaged. Any change in the list during the semester (for example, dropping out or replacing one student demonstrator with another) will be reported in writing to the Dean, after approval of the change by the Department Council.
4. The activity of the demonstrators, **the schedule for their employment, their monthly and semester reporting** are organized by the head of the department/ES or a member of the academic staff of the department/ES appointed by them.
5. **The engagement of the student demonstrators** is determined by the head of the respective department/ES according to the discipline schedule and syllabus, taking into account the student's weekly schedule for their regular education. **The maximal total semester time load of the students-demonstrators cannot exceed 90 study hours (15 weeks X 6 hours).**
6. The students-demonstrators, as a rule, **are engaged in the curricular activity (exercises/lectures)** of the respective department/ES. Exceptionally, in departments with a **justified need for demonstration assistance** in extracurricular activities (e.g. guidance of unsupervised training in the bases of the department, open door activities etc.), it is permissible to engage demonstrators in extracurricular activities.

7. **Student-demonstrators are required to attend classes regularly according to the syllabus and schedule of the course in which they study.** In case of absences due to the fulfilment of their commitments as demonstrators, students **can work up to four missed exercises for a discipline per semester** after presenting a note certified by the head of the department/ES to the Dean of Medicine.
8. The students-demonstrators fill in **monthly and semester reports** (according to a sample), certified by the lecturer with whom the demonstrator has worked, and approved by the head of the department/ES. The monthly and semester reports on the activity of the students-demonstrators are stored in the department/ES for a period of one year;
*** Reporting forms can be obtained from the relevant department.**
9. After the end of each semester, the head of the department/ES may propose outstanding students-demonstrators for a monetary award in the order, regulated in art. 2, para. 1, item 4 and Art. 4, para. 2, item 4 and para. 3 of the Rules for raising and spending funds under the "Scholarships, Aids and Awards Fund" at the Medical University "Prof. Dr. Paraskev Stoyanov" – Varna. The proposal is accompanied by a semester report on the work of the student-demonstrator, certified by the lecturer with whom the demonstrator worked, and approved by the head of the department/ES.
* Additionally, each student must fill in **the attached bank statement once** and attach it to the semester report **at the end of the period.**
10. Students-demonstrators, who have worked **not less than 30 teaching hours per semester** time, **can be proposed** for reward.

Please read all the points of the rules carefully.

For additional information:

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