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Rector of MU-Varna

SELECTION PROCEDURE

for the selection of participants in summer practices in partner universities of Medical University of Varna in Russia and Ukraine

The procedure for the selection of participants in summer practices in Russia and Ukraine 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 interests on behalf of the persons carrying out the selection process.

The selection procedure of participants in summer practices in Russia and Ukraine has been approved by a commission consisting of academic and administrative staff approved by the Rector of the Medical University of Varna.

Students' summer practices

All students of Medical University “Prof. Dr. Paraskev Stoyanov” - Varna are entitled to participate in summer practices in Russia and Ukraine 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 second or third year in the specialties of Nursing and Midwifery, as well as students enrolled in Masters' degree programmes in the Faculty of Public health.
- 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 during their training in the Medical University of Varna but not in the same university.
- To be entitled to a summer practice in Russia or Ukraine 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. A good command of Russian is an advantage.

Residents/PhD students' summer practices

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

- The residents/PhD students should have a minimum grade “Very good 4.50” from their diploma for completed higher education.
- The residents/PhD students can participate in more than one summer practice during the period of training in MU-Varna but not in the same university.
- To be entitled to a summer practice in Russia or Ukraine the residents/PhD 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. Good command of 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 and Ukraine

At the beginning of the second semester of every academic year (in February) MU-Varna organizes a campaign for recruiting participants for the summer practices in Russia and Ukraine. 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 – Department of International Relations, 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.

2. Documents submission

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

For students:

1. Written request to the Dean of the respective faculty;
2. Application form (from the MU-Varna official website);

3. Certificate of average academic grade from the students' academic studies, issued by the Department of Students' Affairs;
4. Certificate proving the level of language proficiency or copy of the diploma for specialized language training (language school, mathematical school, etc.);
5. Curriculum vitae.

For residents/PhD students:

1. Written request with information about the desired areas of the practice addressed to the Vice Rector "International relations";
2. Application form (from the MU-Varna official website);
3. Copy from the diploma for completed higher education for the residents;
4. Certificate proving the level of language proficiency or copy of the diploma for specialized language training (language school, mathematical school, etc.);
5. Curriculum vitae.

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

3. 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 Russian 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.

4. Selection commission meeting

The Commission for candidate selection consists of a minimum of 7 members and includes at least the Vice Rectors, the Deans of the faculties and representative(s) of the Department of International Relations. The selection commission is approved on the basis of a Rector's order at the proposal by the Vice Rector for International Relations.

The candidates are classified based on the following criteria:

For students:

- Academic performance - minimum average grade Very good - 4.50 (including the winter semester of the current academic year);
- All examinations successfully taken;

- Grade from the interview;
- A good command of English language;
- A good command of Russian is an advantage;
- Student's academic/public/social activity;
- Year of academic studies (Students from the upper courses of their academic studies are given a priority);
- Well-argued decision of the Dean of the respective faculty, based on the overall performance of the student during his/her training (scientific and research activity, active performance in training process, participation in the sports and students' campaigns and others).

For residents/PhD students:

- Minimum average grade from the higher education diploma – Very Good 4.50;
- Grade from the interview;
- A good command of English language;
- A good command of Russian is an advantage.

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.

The selection procedure was approved by a decision of the Academic Council (Protocol No. 3 / 18.04.2016), and was amended by a decision of the Academic Council (Protocol No. 41 / 10.12.2018).