

**RULES**

***for preparation and conducting a state exam in the specialty***

***“Business economics taught in English”***

Sofia, 2017

**GENERAL CONDITIONS**

1. This is an important document for every bachelor’s student. **Please read the following instructions carefully**!
2. The main objective of these Rules is to help Bachelor graduates in specialty “Business Economics taught in English” in their successful preparation for the State Exam. Students can find basic answers to the most frequent questions that arise during their preparation for a State Exam
3. The State Exam examines the knowledge of the undergraduate bachelors’ students. Priority is given to the special disciplines expressing the profile of the bachelors’ students in Business economics, which is based on the qualification curriculum of the specialty.
4. The basic principles on which the State Exam is based are as following:
	1. *Complexity of knowledge* - after completing all of the education courses of their course curriculum students must possess a certain knowledge within the scope of the business organization;
	2. *System approach* – the knowledge of the basic principles, approaches and rules of functioning of the contemporary business organization requires not only temporary but lasting knowledge of them. On this basis, successful passing of the State Exam requires students to show sufficient knowledge of the logical framework of the existence of the modern business organization, its functioning and development.
	3. *Knowledge integration* - the State Exam is based on the acquisition of integrated knowledge on the studied courses, included in the Course Curriculum. This implies that the examined knowledge is entirely based on the knowledge of the relationships on which the functioning of the modern business organization is based on.
	4. *Veracity of knowledge* - the result of passing the State Exam should give a realistic picture of the basic and special knowledge acquired by bachelor students. The result obtained on the State Exam is a quantitative measure for the knowledge and skills of the bachelors in Business Economics provided to the businesses.

**AREAS OF KNOWLEDGE**

1. The main areas of knowledge related to the establishment, functioning and development of the modern business organization that are included in the Bachelor's degree Course Curriculum are as following:
	1. *Business management*;
	2. *Business Financing*
	3. *Corporate Risk Management*
	4. *Human Resource Management*
	5. *Business innovations*
	6. *Marketing Researches*
	7. *Investment Projects*
	8. *Costs Controlling*
	9. *Business Planning*

**MAIN THEMES IN THE SCOPE OF THE VERIFIED AREAS OF KNOWLEDGE**

1. The main topics that are covered by the State Exam are covered by the compulsory and elective subjects included in the curriculum of the specialty Business Economics taught in English.
2. Further specification of the themes is done by the Industrial Business Department. The full range of topics is included in the State Exam Program approved by the Department Council.
3. Bachelor students are required to have built-in system knowledge on each of the topics included in the State Exam Program.

**SPECIALIZED THEMES IN THE SCOPE OF THE VERIFIED AREAS OF KNOWLEDGE**

1. In the special block of Course curriculum of Business Economics an individual course of a modular training is included that covers the following three areas of knowledge:
	1. *Management by Motivation*
	2. *Innovations and Technology Transfer*
	3. *Marketing in Dynamic Environment*

**GUIDANCE IN STUDY PREPARATION**

1. While the Bachelor's students in Business Economics prepare for a State Exam they can use a methodological guidance from the each course lecturer from the Industrial Business Department.
2. The methodological guidance in study preparationis conducted mainly by the Bachelor's Course Supervisor. The course supervisor is appointed by the Industrial Business Department at the beginning of each school year.
3. In any cases, information on the methods and forms of holding a State Exam in the specialty may also be provided by the Department's Management in the person of: Head of Department, Deputy Head of Department, and Scientific Secretary of the Department.

**GUIDANCE ON MAIN AND SPECIALIZING AREAS OF KNOWLEDGE**

1. The methodological guidance is made by the lecturers in the respective disciplines that are included in the State Exam Program in the specialty Business Economics taught in English.

**ROLE OF THE COURSE SUPERVISOR IN THE STUDY PREPARATION**

1. The role of the **COURSE SUPERVISOR** is to assist information diffusion and methodological guidance of the students in their preparation for the State Exam.
2. The course supervisor is responsible for:
	1. *Familiarizing* graduates with these rules;
	2. *Informing* the graduates about the main deadlines recommended for the preparation and conduct of the State Exam;
	3. *Conducting instruction* of the graduates through multimedia presentation of key issues / topics included in the State Exam.
3. The course lecturers referred to in paragraphs: 5, 9 and 10 of these Rules are responsible for the methodological guidance of students about the next:
	1. *Acquainting graduates* with the range of necessary knowledge and topics of the main and specialty courses that are included in the State Exam Program;
	2. *Informing graduates* of the main literary sources needed for successful pass through in the corresponding course field;
	3. *Participation* in the instruction of the graduates with regard to the methodological instructions for the logical scheme of the assessed knowledge in the corresponding course field.

**STRUCTURE OF QUESTIONS INTO STATE EXAM IN SPECIALTY**

1. The structure of the questions included in the State Exam for Business Economics students includes two groups of questions as follows:
	1. *Group One*: main areas of knowledge covering all areas mentioned in paragraph 5 of these Rules;
	2. *Second group*: specialization areas of knowledge mentioned in paragraph 9 of these Rules.
2. The structure of the questions included in the State Exam for Business Economics students includes two types of questions as follows:
	1. *Group One:* closed-ended questions with five answers, only one of which is correct;
	2. *Second group*: closed-ended questions with five answers, only one of which is correct but to find out the correct answer a mathematical problem has to be solved.
3. The total duration of the State Exam is 2 (two) hours.
4. The total number of questions included in the State Exam is 57 (fifty-seven). Structurally, the distribution of the questions in each group is given the next:
	1. *First group questions* (main areas of knowledge) 45 questions;
	2. *Second group questions* (specialization areas of knowledge) 10 questions;
	3. *Third group questions* (mathematical problems) 2 questions.

***TOTAL* 57 questions**

1. Correct answers to all questions included in the State Exam are the basis of 75 (seventy-five) points required for assignment of the State Exam.
2. The relative weight of each of the groups of questions included in the State Exam is as follows:
	1. *First group questions* 45 questions x 1 point 45 points (60%);
	2. *Second group questions* 10 questions x 2 points 20 points (27%);
	3. *Third group questions* 2 questions x 5 points 10 points (13%).

***TOTAL* 57 questions 75 points (100%)**

**ASSESSMENT OF STUDENTS**

1. The State Exam in the specialty is conducted in the form of a complex electronic test. Annually, at the beginning of each school year, the Department Council discusses and adopts an updated database of about 250 test questions, divided into the given three groups.
2. The final grade of the State Exam is formed on the basis of the relative share of the correct answers of the student on a scale that is developed by the State Exam Commission.
3. Graduates could not require a change to the correct answers from the State Exam Commission.
4. The final grade scale for the assessment of the State Exam in the specialty is formed as follows (Table 1):

*Table 1.* Final grade assignment Scale

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| above 80%(60 points and more) | above 70% and below 80%(52 – 59 points) | above 60% and below 70%(45 – 51 points) | above 50% and below 60%(37 – 44 points) | below 50%(36 points and less) |
| Excellent /6/ | Very Good /5/ | Good /4/ | Average /3/ | Fail /2/ |
| **A** | **B** | **C** | **D** | **E** | **FX** | **F** |
| Credits are awarded as per the Course Curriculum | No credits are awarded |

1. The final grade scale of the State Exam in the specialty may be adjusted down or up by the State Exam Commission according to the average level of results shown by the average correct answers to all graduates.
2. The final results and assessments from the State Exam are announced by the Chairperson in the presence of the members of the State Exam Commission no later than the day following the date of the State Exam.
3. The exact time for disclosure of the final grades is determined by State Exam Commission and communicated to the students in the tame of conducting the State Exam. Information on the time of final grade disclosure is placed in a visible place on the information boards in the Industrial Business Department.
4. The final results of the State Examination, which have been announced to the graduates, are filed in the Student Book, Exam Protocols and General Ledger by a member of the State Exam Commission not later than three days after the State Exam.
5. Summarized results of the State Exam are presented and discussed by the Department Council on a report by the Chair of the State Exam Commission at the first regular meeting of the Council following the date of the State Examination.

**SCHEDULE FOR PREPARATION AND CONDUCTING STATE EXAM**

1. The most important dates related to information and methodological guidance are included in the following time schedule (Table 2):

*Table 2.* Schedule for organizing and conducting the State Exam

|  |  |
| --- | --- |
| 1. Admission to the State Exam Questionnaire | September-October |
| 2. Election of the Course Supervisor | October |
| 3. Updating the Rules for preparation and conducting a State Exam (if necessary) | January |
| 4. Informing graduate students about the methods and form of holding the State Exam | February-March |
| 5. Guidance for preparation to the State Exam Topics | March-May |
| 6. Conduct of the State Exam, respectively, first, second and third date | July/October/February |

1. The specific dates in the time-schedule are determined at a Department Council of the Industrial Business Department no late of 2 months before the State Exam Session taking into account the time-schedule of the Bachelor's exam sessions and the Bachelors Admission exams.
2. Information on the specific date and timetable for the start of the State Exam is published in a visible place on the department's information boards as well as on the Department's website no later than one month before the specific date of the State Exam.

**INFORMATION FOR THE STATE EXAM**

1. Additional information on the preparation, organization and conduct of the State Exam can be obtained at:
	1. office of the *Administrative Secretary* of the Department – 4032;
	2. information boards of the Industrial Business Department opposite to office 4032;
	3. e-mail of the department - ind.business@unwe.bg;
	4. department's website - <http://departments.unwe.bg/indbusiness/bg>.

**FINAL PROVISIONS**

&1. Instruction on implementation and control of the present Rules for preparation and conducting of the State Exam in the Bachelor's Degree Specialty of Business Economics taught in English is done by the Scientific Secretary of the Industrial Business Department.

&2. The rules were adopted by decision of the Industrial Business Department Council with Protocol 12 / May 05th, 2017.

**DEVELOPED** by: ………………………..

/assoc.prof. Dr. Nikolay Sterev/

**HEAD OF INDUSTRIAL BUSINESS DEPARTMENT**: …….…………………

/assoc.prof. Dr. Nikolay Sterev/