



## VARNA UNIVERSITY OF MANAGEMENT

Varna University of Management is an international business school located in Europe, Bulgaria with campuses in Varna, Dobrich, and Sofia.

Through the Erasmus+ International Credit Mobility programme, VUM welcomes incoming students for studies who are full-time students at VUM partner universities located in various Partner Countries for which the institution has managed to attract mobility funding.

Additionally, VUM welcomes every year incoming students for studies or placement who are full-time students at one of the more than 80 partner universities of VUM located in near 20 Programme Countries from the EU, Norway and Turkey.

### **Deadlines For Student Mobility 2018/2019**

- ❖ for mobility starting in autumn 2018: 15th July 2018
- ❖ for mobility during the 2nd semester of 2018/2019: 30th November 2018.

\*Above dates are provisional and they are subject to change

### **Visa and entry requirements**

Erasmus+ students who are citizens of countries outside the EU have to apply for a study visa for Bulgaria prior to their arrival to VUM. VUM provides all necessary documents (Visa Application Letter, Acceptance Letter, Accommodation Confirmation Letter indicating the residence address of the mobile student in Bulgaria) and assists all incoming students throughout the whole process of visa application. Visa issuance may take up to two months. For more information, please visit the website of the Bulgarian Ministry of Foreign Affairs.

The detailed information regarding the Visa Type D could be found [here](#). The Visa Type D costs and fees could be found [here](#).

## CONTACTS

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## ACADEMIC CALENDAR 2018/2019

- ❖ **1st Semester:** 25th September 2018 – 25th January 2019
- ❖ **2nd Semester:** 28th January 2019 – 31st May 2019
- ❖ Christmas holidays: 23rd December 2018 – 2nd January 2019
- ❖ **3rd (Summer) Semester:** 3rd June 2019 – 13th September 2019

\*Each semester corresponds to 30 ECTS.

### **OFFICE HOURS**

- ❖ Monday – Friday – 8:30 am – 5:00 pm
- ❖ Saturday – Sunday - closed

## **UNDERGRADUATE PROGRAM**

### **Program instruction**

VUM offers study programmes in the fields of Business, Management, Administration, Hospitality and Tourism. Incoming Erasmus+ students to VUM could join and attend courses and modules delivered in the framework of any of the below-listed programmes. All VUM study programmes are fully taught in English.

### **Study programmes**

- ❖ International Business and Management (BA IBM)
- ❖ International Hospitality Management (BA IHM)
- ❖ International Tourism Management (BA ITM)

## **APPLICATION PROCEDURES**

### **Application Documents Set**

1. Application Form
2. Motivation Letter prepared by the student
3. Transcript of Records issued by the sending institution
4. Proof of English language proficiency corresponding to at least B1 level.
5. CV in Europass format (only in case of student mobility for placement)
6. Learning Agreement for Studies
7. Copy of the student's European Health Insurance Card (EHIC). Non-EU citizens are expected to provide a copy of medical insurance valid for the EU and Bulgaria for the period of the planned Erasmus+ mobility.

\*For details, please refer to [www.erasmusplus.vum.bg](http://www.erasmusplus.vum.bg)

## **CREDITS AND COURSES**

### **Courses Lists**

The lists of subjects delivered at VUM during academic year 2018/2019 as well as the awarded ECTS credits to each of the courses and the prerequisites could be found in the links provided below:

- ❖ [List of subjects delivered at VUM during the 1st semester of 2018/2019](#)
- ❖ [List of subjects delivered at VUM during the 2nd semester of 2018/2019](#)

### **VUM ECTS Credits Guide**

- ❖ <http://erasmusplus.vum.bg/erasmus-programme/ects-guide/>

### **Course Load**

Each semester corresponds to 30 ECTS.

## **TUITION AND FEES**

Participating students pay applicable tuition fees and student activity fee to their sending institution. They will be exempt from paying tuition fees to the receiving institution. Participating students are liable for visa application costs, travel costs, accommodation, medical insurance, books and supplies, meals, and personal expenditures and neither university shall be held liable for such charges.

Participating students will be subject to and must abide by all the rules and regulations of the receiving institutions and countries.

### **Medical Insurance**

The participant shall have adequate insurance coverage. The participant shall have adequate insurance coverage. A medical insurance valid for the EU member states for the whole period of the trip, covering all costs for repatriation and for urgent medical care and emergency hospital treatment for the period of the stay indicated in the visa is mandatory. The insurance amount cannot be less than 30 thousand euro. The participant is responsible for obtaining the Medical Insurance.



## ARRIVAL IN BULGARIA

### Transportation

The incoming Erasmus+ students should make sure they get a flight to Varna because the airport in Varna is the closest to Dobrich and we will be able to pick them up from there. If they get a flight to another airport in Bulgaria, we won't be able to provide them transportation to Dobrich because unfortunately the other airports are too far away from Dobrich. The students should also send to VUM Erasmus+ team a clear and readable scanned copy of your flight ticket at least 5 business days prior their arrival to Bulgaria so we can arrange a driver to pick them up from the airport. The price of an organized transfer from Varna airport to Dobrich is 50 BGN that shall be paid on the first working day following the arrival. If they are taking another kind of transportation, the students inform VUM Erasmus+ team about the date, time and place of their arrival 5 business days prior their arrival.

Approximate costs of living in Dobrich on a monthly basis	
Food costs	EUR 100
Accommodation costs (*depend on the room preference)	<p>* EUR 10 per day/ per student accommodated in a <b>single room</b> incl. all utility costs. (30 days * EUR 10 = EUR 300)</p> <p>* EUR 7 per day/ per student accommodated in a <b>double/shared room</b> incl. all utility costs. (30 days * EUR 7 = EUR 210)</p>
Other costs	EUR 30
Total monthly costs	EUR 430 / 340



## ACCOMMODATION

### VUM Student House Dobrich

During their studies at VUM campus in Dobrich, all Erasmus+ students are accommodated at VUM student house in Dobrich. The student house consists mainly of apartments with 3 bedrooms, kitchen and bathroom. Each bedroom has two or three beds, desks for each student and a bookshelf for each student.

**IMPORTANT:** The student house can provide you **ONLY** a pillow, a pillowcase, bedsheets and a blanket. Other necessities have to be bought by the students. Each apartment has one kitchen and one bathroom which are shared by all the students living at the same apartment.

### Accommodation prices and payment deadlines:

a) Student house's security deposit of 80 EUR + deposit of 15 EUR for key and access cards.

b) Rent including all utility costs for water, electricity, gas and internet:

- ❖ 7 EUR per day per person in a double (shared) room or
- ❖ 10 EUR per day per person in a single room.

The payment of both due deposits and the rent for the first month shall be made on the first working day following the arrival. Payment of the rent for each following month shall be made no later than the start of the month.

**ALL STUDENTS WHO ARE ACCOMMODATED AT VUM STUDENT HOUSE IN DOBRICH ARE OBLIGED TO READ THE RULES AND STRICTLY FOLLOW THESE!**

