

Varna University of Management (VUM)

Guide for Erasmus + Program

1- Eligibility for the Incoming Mobile Students

[\(http://erasmusplus.vum.bg/incoming-partner/2/\)](http://erasmusplus.vum.bg/incoming-partner/2/)

Eligible students to apply for an Erasmus+ mobility for studies at VUM should:

- Have passed successfully at least two semesters of their undergraduate studies
- Have very good academic credentials
- Have applied for and obtained approval for participation in an Erasmus+ mobility granted by the home institution
- Have English language proficiency corresponding to at least level B1 according to the Common European Framework of Reference for Languages that allows them to study and communicate freely during their mobility at VUM
- Be highly motivated to participate
- Be familiar with the Erasmus+ Student Charter
- Have a good knowledge of VUM.

2- Master programmes (delivered at VUM campus in Varna)

[\(http://erasmusplus.vum.bg/incoming-partner/3/\)](http://erasmusplus.vum.bg/incoming-partner/3/)

- Master of Business Administration (MBA)
- Master in International Hospitality and Tourism Management (MSc IHTM)
- Module Descriptions for VUM Master programmes
- List of subjects delivered at VUM during the 2nd semester of 2021/2022

Before the Mobility

3- Application, selection and mobility preparation

- For mobility for studies during the 2nd semester of 2021/2022, **the application deadline is 9th October 2021.**

4- Academic Calendar for 2021/2022

- 2nd Semester: 31st January 2022 – 27th May 2022 (Each semester corresponds to 30 ECTS.)

5- The application documents set includes:

- Application Form duly filled out by the student and approved by the sending institution
- Motivation Letter prepared by the student
- Transcript of Records issued by the sending institution
- Proof of English language proficiency corresponding to at least B1 level.

VUM Erasmus+ Team schedules selection interviews over skype for all pre-selected students and invites them to register for the interview online. The purpose of the selection interview is to identify the most suitable applicants who will be awarded an Erasmus+ student mobility grant to VUM. Given the limited funding available, the selection procedure is highly competitive and VUM advises all motivated applicants to prepare carefully for the selection interview. The selection's results are to be announced online no later than two weeks following the selection interviews. VUM informs all applicants and their Erasmus+ coordinators on the selection results and initiates the mobility preparation procedure for each selected mobile student as soon as possible.

During the mobility preparation stage, the prospective Erasmus+ students strongly supported by their Erasmus+ coordinators prepare a draft of the **Learning Agreement for Studies**. The sending institution's Erasmus+ team should properly fill out Table A and Table B within the Before the Mobility part of the Learning Agreement for Studies based on the information provided above in section Studying at VUM. A draft of the Before the Mobility part of the Learning Agreement for Studies reflecting a list of subjects offered at VUM during the planned mobility period is to be emailed to int.mobility@ut.ac.ir for prior approval. The draft shall also contain detailed information on the subjects corresponding to the modules delivered at VUM, which will be later recognized by the sending institution. Once the information in the document has been confirmed by all three parties, e.g. the mobile student, his/her sending institution, and VUM International Mobility Office, the parties could proceed to sign. Before the Mobility part of the Learning Agreements for Studies shall be prepared and signed prior to the start of the mobility. Guidelines on how to use the Learning Agreement for Studies could be found [here](#).

6- 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. Detailed information on the visa application procedures for Bulgaria could be found on the **website of the Ministry of Foreign Affairs of the Republic of Bulgaria**. A list of Bulgarian diplomatic missions abroad could be found [here](#). **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 participant shall have adequate insurance coverage. **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 30 000 euro.**

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

7- Accommodation

[\(http://erasmusplus.vum.bg/incoming-partner/8/\)](http://erasmusplus.vum.bg/incoming-partner/8/)

8- Funding

[\(http://erasmusplus.vum.bg/incoming-partner/9/\)](http://erasmusplus.vum.bg/incoming-partner/9/)

During the Mobility

Changes in the Learning Agreement for Studies are only possible within 5 weeks after the mobility start and these should be communicated to and agreed upon by both the sending and receiving institutions.

Language requirements and support during the mobility

In late 2015, VUM started implementing a new Internationalization strategy. The strategy envisages the introduction of new activities related to English language teaching and training. VUM stimulates the intensive English language teaching with the aim of improving its students' global competencies. All full-time students willing to participate in mobility as well as all present Erasmus+ incoming students at VUM can enroll in English language courses offered during the academic year Monday to Friday at 3:30 pm and taught by VUM faculty. Attendance is free of charge for all VUM students (full-time and Erasmus+ students).

After the Mobility

9- After the mobility ends, VUM International Mobility Office issues the following documents:

- Duly filled out After the Mobility part in the Learning Agreement for Studies
- An official document confirming the mobility duration duly signed and stamped by VUM
- Certificate for participation in the Erasmus+ programme indicating the mobility period and the number of ECTS obtained through the studies at VUM.

After the Mobility part of the Learning Agreement identifies the ECTS obtained by the student during the mobility as well as the local grades awarded. After the Mobility part is considered a Transcript of Records and assists the home institution of the Erasmus+ student in the process of ECTS recognition. Towards the end of the mobility, all mobile students are requested to fill out and submit online an EU online survey.

10- Erasmus+ Students Support System

- International Mobility Office: erasmus@vumk.eu
- Student Affairs Department: academic@vumk.eu
- Student Council: student.council@vumk.eu
- Accommodation in Dobrich: reception@vum.bg
- Accommodation in Varna: dorm.varna@vumk.eu
- Prospective Erasmus+ students can learn more about VUM, Bulgaria, Dobrich, Varna, and VUM in the Students Guide on VUM <https://vum.bg/>