

Eligibility of the incoming mobile students

Available Project: [1st June 2016 – 30th September 2017; list of partner universities involved.](#)

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

- Be registered as students of VUM partner universities located in the Partner Countries; before applying, please check the above listed project to find out if your institution is eligible to receive student mobility funding for the planned mobility period.
- 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 good knowledge of VUM.

Before the Mobility - Application, selection and mobility preparation

The VUM Erasmus+ Office assists prospective Erasmus+ students and their coordinators throughout the whole process of preparing for student mobility as well as during and after the mobility.

All eligible candidates are encouraged to apply for a student mobility at VUM via email by sending their application documents to erasmus@vumk.eu within the predefined deadlines.

For mobility for studies in 2016/2017 the **application deadline is 11th November 2016.**

The application documents set includes:

1. [Application Form](#) duly filled out by the student and approved by the sending institution
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.

Based on the above listed eligibility criteria, the Erasmus+ coordinator at each VUM partner university involved in a KA107 project prepares a reserve list with shortlisted student applicants and emails it to erasmus@vumk.eu along with the full application packages for all pre-selected students. Within two weeks after the application submissions to VUM, Erasmus+ Team at VUM schedules selection interviews over **skype** for all pre-selected students and invites them to register for the interview online (The interviews will be held by the end of November, 2016. Note: e.g. as soon as your selection is ready and the time for the interview is

agreed on). 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 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 preparation stage of the mobility 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 erasmus@vumk.eu 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 Erasmus+ Office, the parties could proceed to signing. The 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 fill out the Learning Agreement for Studies could be found [here](#).

Selection must be a clear and equal process carried out without any prejudice to gender, nationality, ethnicity, religion, sexual orientation, socioeconomic status or physical disability, as stipulated by the European Commission

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 with Bulgarian diplomatic missions abroad could be found [here](#). VUM provides all necessary documents (Visa Application Letter, Acceptance Letter, and 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.

Non-EU students are required to register at the local police station within five days after their arrival to Bulgaria.

Mobility period

The selected student may choose one of two study periods that are both full-time undergraduate semesters:

- 1st February – 31st May, 2017 - list of courses attached (mobility duration between and 4 months)
- 1st June – 30th September, 2017 - list of courses attached (mobility duration between 3 and 4 months)

Studying at VUM

VUM offers undergraduate and Master programmes in the fields of Business and Management, Hospitality and Tourism, and Software Engineering and Business Information Systems. 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 and detailed information on the modules' objectives, indicative content, learning outcomes, assessment methods and recommended reading materials could be found in the module descriptions available here.

Undergraduate programmes

[International Business and Management \(BA IBM\)](#)

[International Hospitality Management \(BA IHM\)](#)

[International Tourism Management \(BA ITM\)](#)

[Software Engineering \(BA SE\)](#)

[Module Descriptions for VUM undergraduate programmes](#)

Master programmes

[Master of Business Administration \(MBA\)](#)

[Master in International Hospitality and Tourism Management \(MSc IHTM\)](#)

[Module Descriptions for VUM Master programmes](#)

For more information on VUM study programmes, please, refer to [VUM ECTS Guide](#) as well.

[List of subjects to be delivered at VUM during the 2nd Semester of 2016/2017](#)

[List of subjects delivered at VUM during the 3rd \(summer\) semester of 2015/2016](#)

Accommodation

VUM Erasmus+ incoming students to study at VUM could book their accommodation at VUM facilities by emailing a duly filled out [Accommodation Form](#) to erasmus@vumk.eu and to the respective VUM Facility Manager as soon as they get selected and no later than 1 month prior to the mobility start.

VUM Erasmus+ incoming students to study at VUM campus in Dobrich could find detailed information on this opportunity provided outside VUM Summer Semester [here](#). During the Summer Semester, the accommodation price is 6 EUR/day per person in a double room including all utility costs and internet access.

Funding

Within the Erasmus+ International Credit Mobility programme, the total grant for student mobility for studies includes both travel costs support as well as individual financial support to cover costs of stay. The travel support is calculated based on the travel distances by using the [distance calculator supported by the European Commission](#).

Financing Mechanism	Amount	Rule of allocation
	For travel distances between 100 and 499 km: 180 EUR per participant	Based on the travel distance per participant. Travel distances must be calculated using the distance calculator supported by the European Commission. The applicant must indicate the distance of a one-way travel to calculate the amount of the EU grant that will support the round trip
	For travel distances between 500 and 1999 km: 275 EUR per participant	
	For travel distances between 2000 and 2999 km: 360 EUR per participant	
	For travel distances between 3000 and 3999 km: 530 EUR per participant	
	For travel distances between 4000 and 7999 km: 820 EUR per participant	
	For travel distances of 8000 km or more: 1100 EUR per participant	

Individual support is calculated by multiplying number of the mobility months by the applicable for Bulgaria monthly rate of 750 EUR. The student mobility minimum duration is 3 months and the incoming students to VUM are expected to study at VUM at least 93 days. The students are expected to cover their visa costs from the mobility grant transferred following their arrival to Bulgaria. The final grant amount is calculated based on the actual number of stay at VUM after the mobility start date by applying the Mobility Tool+ calculator available [here](#). The mobility starts on the day following the [Grant Agreement](#) signing between VUM and incoming student and the advanced funding bank transfer to a student's bank account in Bulgaria. The bank account opening, Grant Agreement signing and advanced payment transfer usually take place during the first working day after the student's arrival to Bulgaria.

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 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 competences. 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).

Academic calendar for 2016/2017

1st Semester: 26th September 2016 – 27th January 2017

2nd Semester: 30th January 2017 – 19th May 2017

3rd (summer) Semester: 5th June 2017 – 8th September 2017

Christmas holidays: 23rd December 2016 – 15th January 2017

Each semester corresponds to 30 ECTS.

After the mobility

After the mobility ends, VUM Erasmus+ 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.

The 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. The 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.

