



ERASMUS STUDENTS GUIDE

2016 – 2017

DEAR ERASMUS STUDENT,

The Faculty of Economics and Business Administration (FEBA) is pleased to welcome you to Sofia University! We would like to provide you with practical information that could be necessary during your study as an Erasmus student. Enjoy your stay with us!

FEBA team

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Faculty of Economics and Business Administration

Sofia University 'St. Kliment Ohridski'

Sofia, Bulgaria

www.uni-sofia.bg/feba

erasmus.uni-sofia.bg/site/income

facebook.com/feba.sofia

facebook.com/groups/erasmus.sofia

Hello! It is nice to meet you!

Experience our culturally diverse country while studying at the Faculty of Economics and Business Administration at Sofia University 'St. Kliment Ohridski' — a practice-oriented learning environment committed to academic excellence. Learn and have fun! Being part of our community will provide you with an excellent opportunity to develop your potential and form strong relationships.

The best way to learn about FEBA is to experience it!



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Welcome to Bulgaria

Bulgaria is a land of rich historical and cultural heritage: the magnificent gold Thracian treasures, Greek and Roman antic remains, Orpheus' music, original folklore dances and songs, impressive monasteries and monuments. It is also famous for the traditional Bulgarian yogurt, the aromatic Thracian wine — Mavrud and the popular Bulgarian rose oil.



Location

Bulgaria is located in Southeast Europe, in the northeast part of the Balkan Peninsula. It is a European, Balkan, Black Sea and Danube country. This geographic location places it on the crossroad between Europe, Asia and Africa.

Nature

Bulgaria is a country with beautiful landscape and pleasant continental climate. The relief is varied and features mountains and valleys, rivers and plains, lakes and a sea. Some ancient water and volcanic activities have led to the creation of beautiful rock and cave formations and incredible scenery.



UNESCO World Heritage

Although Bulgaria is a small country there are nine places of interest that are included in UNESCO's list of World Heritage Sites. Fourteen additional properties are currently on the Tentative List. Don't miss the opportunity to see these unique landmarks when you visit us.

State Structure and Economy

Bulgaria is a Parliamentary Republic, a unified state with local self-government. The official language in the republic is Bulgarian, and the religion of most Bulgarians is Eastern Orthodox Christianity.

The democratic changes in Bulgaria started at the end of 1989, when multi-party elections were held and a new constitution was adopted. At this time Bulgaria began its transition to democratic development and a market economy. Its foreign policy was redirected towards rapprochement with European institutions. On 1 January 2007, after fulfilling all membership criteria, Bulgaria became a member of the European Union.

The state creates conditions for the free development of science, education, and the arts and provides support for them. It also actively makes provisions to preserve the country's historical and cultural heritage.

Culture



Bulgarian customs are rooted in antiquity and are closely tied to the country's history and particular expression of Eastern Orthodox Christianity. The traditions, festivals and rituals preserved by Bulgarians through the ages are evidence of the country's profound spirituality and its dynamic lifestyle and culture. Bulgarians also take pride in their literature, arts, music, and architecture. A proof of ongoing involvement is Bulgaria's rich cultural calendar of national and international festivals, as well as other gatherings, cultural events and expositions.

Traditional Cuisine

Bulgarian cuisine is exceptionally diverse and delicious, consisting of various salads, breadstuffs, stews, and other local dishes. Many of the dishes are prepared according to traditional recipes handed down from generation to generation over the centuries.

Quick Facts

Republic of Bulgaria

Head of State	President
Head of Government	Prime Minister
Official Language	Bulgarian
Religions	Eastern Orthodox, Muslim, Catholic, Protestant, etc
Capital and Largest City	Sofia
Calling Code	+ 359
Currency	Bulgarian Lev
Time Zone	EET (UTC+2)
Climate	Temperate–continental

Useful Websites:

www.bulgariatravel.org/en/official_tourism_portal

www.discover-bulgaria.com/

www.novinite.com/

www.bgmaps.com/

Discover Sofia

Sofia is the largest city and the capital of Bulgaria, as well as the 15th largest city in the European Union.



Location

Bulgaria's capital Sofia is located in the central part of Western Bulgaria, at a strategic crossroad, through which the connection between Western Europe (through Belgrade – Skopje – Plovdiv – Istanbul) and the countries of the Middle East; between the Danube and the White Sea areas; from the Black Sea to the Adriatic Sea.

History

Sofia is one of the oldest European capitals. Its history dates back to 7th millennium BC. At the beginning of the 1st century AD, the Romans took the city and it became an administrative centre in the province of Thrace under the name of Serdica. The city suffered the incursions of Huns, Goths and other barbarian tribes in the 5th–6th century period. In 809 AD, it became part of the Bulgarian state and because of its central location received the name Sredets.

In the period 1018–1194 the city was included in the territory of the Byzantine Empire under the name of Triaditsa. Later, it was called Sofia. From the 14th century until 4 January 1878 the city was part of the Ottoman Empire. Sofia was liberated by the Russian army under the command of General Gurko. A decision taken by the Constituent Assembly in Veliko Tarnovo on 3 April 1879 made Sofia the capital of Bulgaria.

Climate

Sofia's southern European location means milder winter and scorching summer. Spring and Autumn are the best seasons to visit. In the summer, the temperatures regularly break 30 degrees, so tank tops and shorts are must-haves, though an umbrella can always come in handy. Despite its location, winters can be chilly, with snowfalls being regular between November and March. So it is always best to check the forecast.

Useful Websites:

www.visitsofia.bg/en/

www.freesofiatour.com/

www.balkanbites.bg/

www.sofiagreentour.com/free-hike-tour.html

General Academic Information

Academic Year Structure

The academic year starts on 1 October. It is divided into two semesters — each 15 weeks long. The winter semester begins on 1 October and ends in the fourth week of January and is followed by an examination session. The summer semester starts in the fourth week of February and ends in mid-June and is followed by an examination session until the first week of July.

Lecture Schedules

The academic hour starts at 15 minutes past the hour and lasts 45 minutes. It is followed by 15 minute break.

Learning and Teaching Methods

Instruction is conducted in the form of lectures and seminars. Lectures are attended by the whole stream of students, while seminars take place in small groups and are usually led by assistant professors / senior students under the strict guidance of the principal lecturer.

Learning Materials

Elearn is the university's online platform where teachers upload presentations, additional materials and homework assignments. There are both free and password-protected online courses. If the course is not public your teacher will give you the password in your first class along with additional instructions.

Apart from Elearn any student with access to the FEBA computer network can use a variety of electronic libraries for free (JSTOR, EBSCO, SAGE Publications, Science Direct / SCOPUS, EBRARY ACADEMIC COMPLETE, OPEN TEXTBOOK LIBRARY, FREE ECONOMICS AND FINANCE E-BOOKS).

Attendance

Attendance is obligatory for both lectures and exercises.

Assessment and Grading

Exams are graded according to the Bulgarian system of grading but the European credit transfer system is also applied. In the first class the teacher will explain the terms of assessment and the performance criteria.

Bulgaria's grading system is numeric:

Grade	Definition
6	Excellent
5	Very Good
4	Good
3	Sufficient ¹
2	Poor (= Fail)

¹ 3 is the lowest passing grade.

Erasmus Students

Process and Application

Sofia University St. Kliment Ohridski has more than 428 Erasmus Bilateral agreements with partner universities in Europe.

If you chose Bulgaria as your Erasmus destination you have to contact the Erasmus coordinator of your university to check if there are signed bilateral agreements between your home university and Sofia University. If yes, you can apply for study mobility period in Bulgaria in your subject area.



All exchange students coming to Sofia University should apply through their home university. Once our International office is notified, the student will need to complete the application form and accommodation forms (You can find them in the International Relations section on SU website.).

For more details concerning the subjects, ECTS credits and other academic issues you can contact Ms. Alida Rizova in room 409 and Assoc. Prof. Dr Teodor Sedlarski – Dean and ECTS Coordinator.

ESN members will contact you before arrival and will assist you during your first days in Sofia.

Useful Websites:

Facebook Group: www.facebook.com/groups/erasmus.sofia/

Erasmus Student Network Bulgaria: www.esnbg.org/info/

Services

Bulgarian for Beginners

Within its exchange programs Sofia University St. Kliment Ohridski offers the students the opportunity to take part in a Bulgarian language course before the beginning of the study period in September. It is organized by the Foreign Language Department and the guest students have the same financial obligations as regular Sofia University's students.

Welcome Activities and Welcome Week @ FEBA

During the first days after arriving in Sofia you can rely on the support of the students from the Erasmus club and the Erasmus Student Network (ESN) at Sofia University. You are met at the airport/bus station, etc. and are accompanied to the student campus where you are accommodated. A welcome meeting organized by the International Relations Department and ESN with all of the exchange Erasmus incoming students is organized during the first week after the beginning of the academic year. A welcome package and necessary documents for enrolment are given to the students. By organizing a great variety of activities during the whole academic year, the ESN helps the foreign students to integrate in the social and cultural life in Bulgaria.

For the first time FEBA says 'Hello and Welcome!' to its freshman and exchange students at a specially organized social event. Any new FEBA student is free to come and enjoy the exciting five days from the last week of September at the faculty.



WELCOME
WEEK @ FEBA

Don't miss the opportunity to meet our team, make new connections and have fun. And always be prepared for pleasant surprises!

Events

Throughout the year you will be able to enjoy a great variety of social events in and outside the faculty organized by Business Club, Spectrum Club and Erasmus Club. You can easily find information about upcoming events on the University and organizations' websites as well as on posters in the faculty.



Sports

Training programs in the following sports are specially developed for the students of the University:

Aerobics, Basketball, Volleyball, Judo, Fitness, Callanetics, Karate, Rowing, Jogging, Kinesitherapy, Track and Field Events, Self Defense, Swimming, Skiing, Climbing, Ballroom Dancing, Archery, Tennis, Tourism, Fencing, Football, Handball, Chess.

For information about enrollment in a specific course and schedules you can contact the Sports Department.

A–Z Information

Accommodation

As an Erasmus Incoming Students you have the opportunity to stay in building/block number 8 in the student dormitory campus. A room is guaranteed for all ERASMUS students for the entire period of their stay. If you want to live there please fill the Accommodation form. You can move before the start of the semester (i.e. if you participate in the EILC).

Rooms in the student dormitory are furnished with a desk, bed, wardrobe, lamps, chair and shelves. There are only two–bed rooms. There is cable internet in each room. Bedding is available. The monthly price is about 50 EURO (appr. 100 Leva) with utilities (water, central heating and electricity included in price).

You can make use of a fitness hall, hair-dresser's, solarium, launderette and a café.

For your accommodation you must pay a deposit of one month in case of any damages.

The objectives of The Social and Public Services Department (SBOD) are connected with the support of the functional and operational state of the Students' campus and canteens, designed to cater for the needs of the students.

The department has at its disposal 6,300 beds and 3 students' canteens, where about 3,000 people on average eat daily.

The central office of SBO Department for registration after arrival is at:

Sofia 1700

Studentski grad, block 42 B

Phone/Fax: (+359 2) 963 42 38

E-mail: sbo@uni-campus.net

Website: www.uni-campus.net

Arriving in Bulgaria

Visa

Unless you are student from the EU or from a country with different regulations concerning visas, you will need a visa in order to live and study in Bulgaria. Please apply for visa at the Bulgarian Embassy in your home country well ahead of your planned arrival. For the moment it is not necessary to apply for visa from Schengen Countries. Do not arrive in Bulgaria with a tourist visa since it is not possible to convert into a residence permit.

Registration or enrollment

After your arrival you need to register at the relevant Faculty where you will have your student mobility. The document you need for your registration is the Enrollment Order ('Zapoved' — Заповед), prepared by the International Relations Department.

Canteen

Sofia University has 3 canteens located at the following addresses:

- Canteen 1 — Main building — serves lunch and dinner.
- Canteen 4 — Studentski grad, near block 35 — serves lunch and dinner.
- Canteen 35 — 69A Shipchenski Prohod Str. (in the building of the Faculty of Pre-school and Primary school education): serves lunch.

There is also a cosy restaurant in the FEBA building where you can enjoy a diverse meal every day at a reasonable price.

Cost of Living

The Average Living Expenses are approximately 250 Euro per month. The living costs in Bulgaria are still relatively low compared to the other member states. Public services and restaurants offer reasonable prices feasible for young people and students. There are various opportunities for accommodation on decent rates and lots of places

to relax and recreate — impressive mountains and the Black Sea coast with plenty of winter and summer resorts for skiing, hiking, climbing, rafting, yachting, driving, swimming or just resting.

Currency

The Bulgarian currency is the Lev (plural form – 'Leva') — this is the old word for lion. The coins are called 'Stotinka' (plural form — 'Stotinki').

The exchange rate is: 1 EUR = 1.9558 BGN (≈ 2 BGN). Notes are in denominations of 100, 50, 20, 10, 5 and 2. Coins are in denominations of 2 Leva, 1 Lev and 50, 20, 10, 5, 2 and 1 Stotinki .

You can exchange money at banks, at large hotels and at independent currency exchange offices, where the rates are clearly displayed.

Debit/credit cards from the types American Express, Diners Club, MasterCard and Visa are accepted in large cities, in larger hotels and Rent-a-Car offices, and in some restaurants and shops. ATMs are widespread, although it is best to check with the relevant bank/card provider prior to travel.

Emergency Numbers and Other Important Numbers

Universal emergency number **112**

Fire brigade	160
Police	166
Emergency	150
Road Service	146 91146
Mountain Rescue Service	963 20 00
Central Bus Station	0900 21 000
Central Railway Station	932 41 90
Sofia Airport	+359 2 937 2211 +359 2 937 2212 +359 2 937 2213

Internet

There is cable internet available in the rooms of the student campus.

There is also Wi-Fi at FEBA, all subway stations, many of the bus



stations and public places, as well as the Malls, cafeterias and restaurants.

Libraries

You can use the University Library "St. Kliment Ohridski" and the specialized library of each department. FEBA's library is located on the 5th floor and offers most of the textbooks you will need. There are also computers and Wi-Fi in the working space. To get access to the University libraries you will need a Library Card or a Personalized Sofia University ISIC Card.



Medical Services and Health Insurance

You can use the Medical services in Students Clinic /in Studentski grad/.

Address: 8 "Arso Pandurski" Str.

Phone: 02/ 862 91 56

If you are an EU/EEA citizen you are entitled to free health care in Bulgaria on the basis of E-111 form or of the European Health Insurance Card both issued in your home country. In case of medical care needed you have to present one of these documents together with your ID document.

If you come from a non EU/EEA country you should arrange for health insurance documents in your home country before visiting Bulgaria. According to Bulgarian health regulations foreign students have to pay

for any medical consultation or help. After you return the costs will be reimbursed by the health insurance company.

Nightlife

Studentski Grad is famous for its nightlife and it is full of cool places to spend the night out. You do not need to do a lot of searching to find the perfect spot.

Official Papers

EU/EEA citizens

If you are an EU/EEA student you can enter Bulgaria with your ID document. If your stay exceeds 3 months you will have to obtain a temporary residence permit from the local police administration department. The Erasmus coordinator at your host university in Bulgaria will help you obtain this permit.

Non EU/EEA citizens

If you come from a non EU/EEA country you can enter Bulgaria on the basis of a valid passport and a visa. The visa can be obtained from the Bulgarian consulate in your country of residence. You should apply for a visa covering the whole planned period of stay in Bulgaria. Detailed information is available at all Bulgarian consulates in Europe.

For more information see: www.mfa.government.bg

Post Office

You can use the services of the Bulgarian Post Offices or Speedy, DHL, Econt Express, etc.

Public Holidays

Date	Holiday
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1 January	New Year's Day
3 March	Liberation Day
1 May	International Workers' Day
6 May	Saint George's Day
24 May	Saints Cyril and Methodius Day
6 September	Unification Day
22 September	Independence Day
1 November	National Awakening Day
24 December	Christmas Eve
25 & 26 December	Christmas
Moveable	Easter

Student Organizations at FEBA

- Business Club — www.bisclub.org
- Career Center — www.facebook.com/feba.careers
- Spectrum Club — www.spectrumsu.wixsite.com/spectrumclub

Telephone

The three official mobile operators in Bulgaria are: Mtel, Telenor and Vivacom. You can easily buy a prepaid SIM card and use it during your stay.

Transport System

FEBA is situated at 125 Tzarigradsko Shose Blvd. To reach the faculty you can use: **Bus 280, Trams 20, 22, Trolley Buses 4, 5, 8, 11.**

You can move around Sofia fast using the subway.

The ticket in Sofia is currently 1. 60 Leva. You can also choose to buy a daily, weekly or monthly card for one, two or all lines from one of the offices of Sofia Urban Mobility Center.

Working

You can get information and assistance in finding a part-time job from Student Council of Sofia University — www.students.uni-sofia.bg .

Student Council is an organization existing under the Higher Education Act and funded from the budget of the University. Members of the Student Council are generally 60 - 52 students and 8 PhD students. All

of them are directly elected by the students. Each department, depending on their size, has a different number of representatives. The main purpose of the existence of this organization is



to help the students and anybody can approach the Student Council for advice or assistance within its remit.

Office: Main building — Centre for Information and Advertising

E-mail: students@admin.uni-sofia.bg

Website: www.students.uni-sofia.bg/

Chairman: Tsveta Georgieva

Contact Information

FACULTY OF ECONOMICS AND BUSINESS ADMINISTRATION

Address: 1113 Sofia, 125 Tsarigradsko Shosse Blvd., bl.3

Phone: (+359 2) 8738 310

Dean's Office

Secretary of the Faculty of Economics and Business Administration

Vessela Misheva
Room 404
Phone: (+359 2) 873 83 10
info@feb.uni-sofia.bg
Working time
8.30 - 17.30

International Relations Office

Alida Rizova
Room 409
Phone: (+359 2) 800 51 11 (411)
alida@feb.uni-sofia.bg
Working time :
8.30 - 17.30

Department of Student Affairs

Inspector Bachelor Degree Programmes

Neda Nikolova
n.nikolova@feb.uni-sofia.bg
Room 100
Phone: (+359 2) 873 83 10; 800511, 2, 3, 4,
5 (459)
Working time:
08.30 - 17.30

Department of Academic Affairs

Inspector

Desislava Leshtarova
Room 413
Phone: (+359 2) 873 83 10; (+359 2)
971102,3,4 (445)
desi@feb.uni-sofia.bg
Working time:
08.30 - 17.30

Finance and Accounting

Accountant

Ventzislav Stoilov
Room 407
Phone: (+359 2) 873 83 10

Cashier

Veneta Krastanova
Room 408
Phone: (+359 2) 873 83 10

Working time:
10.00 - 12.00
14.00 - 16.00