

# STUDENT GUIDE AT VUZF → UNIVERSITY

HERE YOU WILL FIND THE ANSWERS TO ALL YOUR QUESTIONS

HANDBOOK





# Welcome from the VUZF Team

When you become a student at the University of Insurance and Finance, you will join a community that will help you build the qualities necessary for your personal and professional development. Being a student at VUZF is a pleasant and fulfilling experience that we would like to share with you, but to make it even better and more useful, we know that you need to get answers to all the questions you have from the very beginning of your studies.

The easiest and fastest way is to visit the VUZF website: <https://vuzf.bg/>  
If you don't know your way around,, but first understand: don't be afraid to ask

How do I ask?

What should I ask?

Who should I ask?

→ **What's next!**

# HOW TO ASK MY QUESTIONS?





*Communication at VUZF is carried out only by  
EMAIL:*



***If you have any questions, write to:  
[moodle@vuzf.bg](mailto:moodle@vuzf.bg) and/or [info@vuzf.bg](mailto:info@vuzf.bg)***

Below you will see in which cases you should write  
to which of the two emails.







**NO PHONE CALLS!**

**Why?**

**Because it is important for us to have  
traceability of your inquiries.  
This way your service becomes better.**



# WHAT SHOULD I ASK AND WHO WILL ANSWER ME?



## YOU HAVE ADMINISTRATIVE QUESTIONS. FOR EXAMPLE:

1. When do I have lectures?
2. When does the first semester end?
3. When does the second semester start?
4. When is the exam session?
5. Which dates are important for graduation?
6. Where can I pay my fee?
7. Where do I submit a certificate?
8. What application do I need to submit?:
  - for taking a conditional exam;
  - for taking a state exam;
  - for a diploma defense;
  - for changing the form of education;
  - for changing the specialty;
  - for changing the method of payment;
  - for discounts on the tuition fee
9. Where should I submit the application?
10. How much and where should I pay for a conditional exam?
11. Who should I contact about the pre-graduation internship?
12. And other similar administrative questions.



**TO GET ANSWERS TO THESE AND SIMILAR QUESTIONS,  
WRITE TO THE VUZF FRONT OFFICE- [INFO@VUZF.BG](mailto:INFO@VUZF.BG)**



# WHAT SHOULD I ASK AND WHO WILL ANSWER ME?



→ YOU HAVE TECHNICAL PROBLEMS RELATED TO THE MOODLE ELECTRONIC PLATFORM OR GSUITE (GOOGLE MEET AND OTHERS)  
FOR EXAMPLE:

- 1.You can't log in to Moodle/ GSuite.
- 2.You don't see the courses you're studying for the semester in Moodle.
- 3.You don't have access to the assignment or test that's uploaded to Moodle.
- 4.Or other similar technical issues.



To deal with these problems, write to the VUZF DISTANCE  
LEARNING CENTER - [moodle@vuzf.bg](mailto:moodle@vuzf.bg)

→ YOU HAVE QUESTIONS RELATED TO THE STUDY MATERIAL.  
FOR EXAMPLE:

- 1.How will the grade for the respective discipline be formed?
- 2.What will the ongoing control include?
- 3.What is the exam?
- 4.How do I prepare for the exam?
- 5.Are the materials uploaded to Moodle sufficient to prepare for the exam?
- 6.And other similar questions.



To receive answers to questions related to the study material and your  
preparation for the exam, write to the EMAIL OF THE  
CORRESPONDING TEACHER.






If you have interrupted your studies and want to return to us or are coming from another university, write to [info@vuzf.bg](mailto:info@vuzf.bg) and we will tell you what you need to do.





# WHAT ELSE IS IMPORTANT TO KNOW?




→ What options do I have  
to get a grade in a given  
discipline?

1. Exemption from an exam with a grade from ongoing control (work during the semester). Information about ongoing control can be found on page 13.
2. Attending a regular session.
3. Attending a remedial session.
4. Appearing at a liquidation session:
  - After the remedial session of each semester
  - Every month from the first to the seventh*More information about the liquidation session can be found on page 14.*

Important!

To benefit from options 1, 2 and 3, you must have a minimum of 50% attendance in each subject and have no financial obligations to VUZF. This only applies to full-time students.





## What do I need to know about my attendance at lectures and tutorials if I am a full-time student?

- It is important to attend classes.
- Your attendance is recorded by the teachers.
- When the learning process is online, you must log in to the Google Meet electronic platform and type "here" in the chat after the lecture recording is turned on. This way you register your attendance.
- If you still have to be absent, you should know that it is mandatory to have 50% attendance at lectures and exercises.

Important!

- If you do not have at least 50% attendance, you cannot take the exam in the regular and remedial session.





What do I need to know  
if I am studying  
remotely?

- The requirement for lecture attendance does not apply.
- However, you will have access to all lectures of your colleagues from the regular form of education.
- The current control for you in all disciplines will occur in a certain period of time. Follow the information in your Moodle profile and your VUZF email.






## What is current control?

- The current control is a set of assignments (coursework, essay, presentation, project, case study, etc.) and/or a test (with open and/or closed questions) that you do during the semester to check what the teachers have learned from the material studied so far.
- Information about the current control is uploaded to the profile of the respective course in Moodle.
- At the discretion of the lecturer, if you get a Very Good (5) or Excellent (6), you can be exempted from the exam and not appear at the regular session. Students with a grade lower than Very Good (5), without a final grade from ongoing control, appear at the regular session.





→ **What should I do if I missed the regular and remedial sessions or was not admitted to them??**

If you are not allowed to attend the regular or remedial session because you do not have 50% attendance in classes or you have not paid your semester fee, you have the opportunity to attend a liquidation session.

Liquidation sessions:

The first liquidation exam after the remedial session has a lower fee. After that, the exam is considered old and the fee for next liquidation increases.

From the first to the seventh of each month, you can take a liquidation exam, regardless of which course or semester the discipline is in.



## What else do I need to know?



- To appear for a liquidation session, you must pay a fee according to the university's tariff. The fee for the first liquidation exam is lower than the subsequent ones.
- Exams are held on the Moodle electronic platform.



## → Do I have the opportunity for student mobility?

The Erasmus program provides the opportunity to study at various European higher education institutions.

All VUZF students (bachelor's, master's and doctoral students) who:

- ✓ at the time of application, are enrolled in VUZF studies (full-time or part-time) and have successfully completed at least two semesters (bachelor's degree) and at least one semester (master's or doctoral degree);
- ✓ are proficient in the foreign language in which they will be taught at the host university;
- ✓ have a minimum average grade of "very good (4.50)" from the previous two semesters



To find out more about the opportunities that the Erasmus program offers you, go here:

- <https://vuzf.bg/studentska-mobilnost-s-tsel-obuchenie>
- <https://vuzf.bg/kriterii-za-selektsiya-na-studenti>





## Opportunity to study in a joint program with Coburg University of Applied Sciences and Arts, Germany

- A strategic partnership with Coburg University of Applied Sciences and Arts, Germany, which allows students in bachelor's programs to graduate with degrees from both universities within four years.
- Students can enroll in Coburg from their second year at VUZF. This partnership allows students to study in the bachelor's program "Business Administration".
- Hybrid form of learning

To get more information, you can write to: [info@vuzf.bg](mailto:info@vuzf.bg)



## **Opportunity to study in a joint program with Luiss Guido Carli University, Rome, Italy.**

- International Combined Program (ICP) - a unique opportunity to complete integrated studies by obtaining a bachelor's degree from VUZF and a master's degree from Luiss Guido Carli University, Rome, Italy.
- The program offers an innovative five-year educational path that includes three years of bachelor's degree studies at VUZF followed by two years of master's degree studies at Luiss.
- This partnership allows students to continue their studies in prestigious master's programs such as "Economics and Finance", "Corporate Finance", "Marketing", "Management", "Strategic Management", "Data Science and Management," and "Global Management and Politics".

To get more information, you can write to: [info@vuzf.bg](mailto:info@vuzf.bg)





## What should I know about graduating from VUZF?

Detailed information about bachelor's and master's graduation has been uploaded to the VUZF website.



**vuzf.bg**



# If you are a bachelor



Option 1 – you take a state exam



Enter here to find out everything you are interested in:

<https://vuzf.bg/en/state-exam>



Option 2 – you appear for a diploma defense, but your success must be at least Very Good (5.00)



Enter here and go to the "INSTRUCTIONS FOR PREPARING THESIS" section to find out how to write your thesis: <https://vuzf.bg/en/thesis-defense-bachelors-degree>



# If you are a master

**You must appear for a thesis defense.**



**Enter here to find out everything you are  
interested in:**

**<https://vuzf.bg/en/thesis-defense-masters-degree>**







# Learn more about our community

# The library



**Follow us**



Visit the library- <https://vuzf.bg/struktura> where you will find interesting and useful books from our publishing house "St. Gregory the Theologian"





Read interesting and useful articles in our two magazines – VUZF Review

<https://sites.google.com/vuzf.bg/vuzfreview/home>

➤ "Money and Culture,,

<https://moneyandculture.eu/archive>



➤ "Management in Business and the Public Sector"

<https://sites.google.com/vuzf.bg/upravlenie-v-biznesa/>

→ **Follow us**

Visit the Laboratory for Scientific and Applied Research - VUZF Lab  
and become an associate member - <https://vuzflab.eu/>.



# Learn more about student dormitories





The dormitories will be available to all students, regardless of their educational and qualification level.



The student dormitories are located in Studentski Grad, Sofia.



You can learn more here -  
<https://vuzf.bg/novini/vuzf-shte-predlaga-studentski-obshtezhitiya-ot-novata-2324-akademichna-godina>



For more information about the dormitory application process, you can contact Mr. Nikolay Buchvarov, Chairman of the Student Council at VUZF ([studentcouncil@vuzf.bg](mailto:studentcouncil@vuzf.bg) ; meл: 088 40 77 499).





**ВУЗФ**

Финанси, застраховане,  
бизнес, предприемачество  
и иновации

**You can count on us!!**

University of Insurance and Finance