

STUDENT GUIDE

HERE YOU WILL FIND THE ANSWERS TO ALL YOUR QUESTIONS



Welcome from the UIF's 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 UIF 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 UIF's website: <https://uzf.bg/>

If you don't know your way around, don't be afraid to ask, but first understand:

- How do I ask?
- What should I ask?
- Who should I ask?

→ **What's next?**

How to ask my questions?



Communication at **UIF** is carried out **only by e-mail:**



If you have any questions:

- related to **Moodle and Distance learning**, write to: **moodle@uzf.bg**
- related to your **G-mail account**, write to: **administrator@uzf.bg**
- related to your **payments**, write to: **info@uzf.bg**
- related to your **thesis defense / state exam**, write to: **diplomiranema@uzf.bg**
- career guidance consultation: **marketing@uzf.bg**



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 UIF's
FRONT OFFICE – info@uzf.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/ G-Suite.
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 UIF's distance learning center - **moodle@uzf.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 LECTURER.***



If you have interrupted your studies and want to return to us or are coming from another university, write to info@uzf.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 UIF. 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 UIF's student e-mail.



→ 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:

To attend a liquidation session, you must pay a fee according to the university's tariff. The exams are held on the Moodle electronic platform.

How to appear for a liquidation session:

- First, you submit an application to the rector (you can download it from https://uzf.bg/uploads/files/8627/Letter%20of%20request_Rektor_UIF_EN.pdf)
- Then, from the first to the seventh of the following month, you can appear for a liquidation exam, regardless of which course or semester the discipline is in.



- 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 UIF's students (bachelor's, master's and doctoral students) who:

- at the time of application, are enrolled in UIF 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://uzf.bg/en/Student%20mobility>
- <https://uzf.bg/en/agreements-with-higher-education-institutions>
- If you have any additional questions related to Erasmus program, write to **d.andreeva@uzf.bg**

International partnerships



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 UIF. 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@uzf.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 UIF 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 UIF 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@uzf.bg



Graduation from UIF



What should I know about graduating from UIF?



Detailed information about bachelor's and master's graduation has been uploaded to the UIF's website - uzf.bg.

If you are a bachelor



Option 1 – you take a state exam



Enter here to find out everything you are interested in:

<https://uzf.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://uzf.bg/en/thesis-defense-bachelors-degree>



If you are a master

You must appear for a thesis defense.



On the following link you can find out detailed information:

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

Learn more about **our community**

The library



→ Follow us



Visit the library - <https://uzf.bg/en/library>

Learn more about **student dormitories**

- ✓ The dormitories are available to all students in a regular form of education.
- The student dormitories are located in Studentski Grad, Sofia. The students can apply for a student dormitory till 15th of July.

→ For more information about the dormitory application process, you can contact:
- edu@uzf.bg | studentcouncil@uzf.bg



You can count on us!

University of Insurance and Finance