



VARNA
FREE
UNIVERSITY
"CHERNORIZETS HRABAR"

LEARN AND SEEK

2024/2025



HANDBOOK

FIRST-YEAR STUDENT'S



FIRST-YEAR STUDENT'S HANDBOOK

2024/2025



**Assoc. Prof. Krasimir Nedyalkov, PhD
President
of VFU "Chernorizets Hrabar"**

Dear students,

Welcome to Varna Free University "Chernorizets Hrabar"!

In Bulgaria there are temples of knowledge and science, where personal achievements and high educational qualifications are placed on a pedestal. This is fully true for one of the largest private universities in Bulgaria – VFU "Chernorizets Hrabar".

You start the academic year at a university that is in a leading position among the higher education institutions in the country. VFU "Chernorizets Hrabar" is one of the private universities with the highest accreditation rating awarded by the National Evaluation and Accreditation Agency at the Council of Ministers of the Republic of Bulgaria – 9.21 on a scale of 10. This assessment is a real indicator of the quality of education of our students, of the high level of teaching, of the achievements in the field of science and for the work of the academic community with institutional partners and the business sector.

Our university partners with over 130 higher education institutions from the European Union and the world. In the past academic year, 18 new contracts were signed with universities from Azerbaijan, Georgia, Kazakhstan, Kyrgyzstan, China, Poland, USA, Slovakia, Turkey, Ukraine and the Czech Republic.

For 34 years now, VFU "Chernorizets Hrabar" has been a European model of excellence in the private higher education, currently enrolling 4,000 students in more than 60 Bachelor's and Master's programmes, as well as in 24 doctoral programmes.

The motto of the Varna Free University is "Learn and seek!" – words of the daring Bulgarian medieval monk and writer Chernorizets Hrabar, patron of our University. The testament of this enlightened figure resounds wherever talented, diligent and persevering young people learn, seek and receive knowledge and education at our University, and proudly call it alma Mater!

Traditions, results, dreams and labour of talented visionaries, scientists, teachers and students interweave in the history of the University. You are already part of the future of our University! Achieve high results! Stand up for yourself in the global world!

Learn and seek!

Dear students,

Welcome to the academic family of Varna Free University "Chernorizets Bravar"! Your choice to continue your education entails our responsibility to provide education of the highest quality.

On the path of your growth and realisation, you are about to change professions, not workplaces. The future will demand from you an increasingly integral, multidisciplinary knowledge and multiple intelligence.

Keep learning and seeking. Cherish your curiosity and diligence and you will receive a brilliant university education. For your academic upbringing, we have ensured up-to-date content of the instructional process, which reveals and develops individual aptitudes and competences, necessary for the professions of the future. We focus on the strengths and talents of each of our students. We are expanding the number of elective subjects so that every student gets room for developing his or her personal qualities and optimally transforming knowledge into skills. During your studies at VFU "Chernorizets Hrabar", you will have the opportunity for trainings and internships in Bulgarian and foreign companies, and for enriching your knowledge in other universities in Europe and the world in the student mobility programmes.

The academic leadership of VFU "Chernorizets Hrabar" believes that the creation of a motivating and inclusive educational and social environment is extremely important for a fulfilling student life.

Be active. Communicate with your colleagues. Share problems and ideas with the instructors. Gain knowledge, wisdom and inspiration, which will make you more capable and successful.

You, the students, are our greatest pride – knowledgeable, capable and searching young people!

Good luck!



Prof. Petar Hristov, PhD
Rector
of VFU "Chernorizets Hrabar"

**About FVU
“Chernorizets
Hrabar”**

Varna Free University "Chernorizets Hrabar" was established in 1991. On July 27, 1995, it received the status of an institution for higher education by decision of the 37th National Assembly.

Currently, more than 4,000 students call VFU "Chernorizets Hrabar" their alma Mater.

Varna Free University "Chernorizets Hrabar" has one of the most modern campuses in Bulgaria.



The campus, just meters from the sea, is located right next to the resort complex Golden Sands and the natural park of the same name with an area of over 20,000 square meters. In addition to the educational and the administrative building, the campus comprises specialized and training centres – University Library, Centre for Digital Technologies, modern Educational and Sports Complex, Career Centre, Media Centre, Centre for Vocational Training, Language Centre, Educational Courtroom "Prof. Dr. Tamara Hinova", Forensics and Forensic Expertise Lab, Investigation Tactics and Methodology Lab, Medical and Psychological Complex, dormitory, canteen, cafeteria, parking lots, parks and recreation areas.

The wonderful sea panorama is natural decor of the park and the Varna Free University "Chernorizets Hrabar". The picturesque University Park, designed by students from the Architecture programme, was created in 2012.

The University has a branch in the town of Smolyan. This year marks the 25th anniversary of its establishment. In the renovated academic complex, residents of the Rhodope region have the opportunity to receive a quality European education with the "Varna Free University" brand.

About FVU "Chernorizets Hrabar"



ACCREDITATIONS AND CERTIFICATIONS



For the fourth time in its history, in 2019 the University received institutional accreditation from the National Evaluation and Accreditation Agency at the Council of Ministers of the Republic of Bulgaria – 9.21 on a scale of 10.



The high accreditation recognition, the prestigious distinctions of the European Commission for the quality of the educational process (**DS Label**), for the implementation of the European credit accumulation and transfer system (**ECTS Label**), and for the achievements in the development of human resources (**HR Logo**), prove that Varna Free University is competitive in the European and global educational space.



HR EXCELLENCE IN RESEARCH

The European Education and Culture Executive Agency (EACEA) awarded Varna Free University **Erasmus Charter for Higher Education** for the entire period of operation of the Erasmus+ programme from 2020 till 2027.

VFU "Chernorizets Hrabar" is among the first three Bulgarian universities that follow the values of **Magna Charter Universitatum 2020** for academic freedom and independence.

ACCREDITATIONS AND CERTIFICATIONS

In 2022, the quality management system of Varna Free University "Chernorizets Hrabar" was recertified for the seventh time in a row by the international certification organisation **BUREAU VERITAS** Certification for compliance with the international standard **ISO 9001:2015** and received an accreditation certificate by UKAS (the United Kingdom). The university has a 23-year unbroken certification cycle – proof of the organisation's sustainable development.



In 2023, VFU "Chernorizets Hrabar" became the first Bulgarian university certified according to ISO 14001:2015 for environmental management. The University changes both the environment and the quality of instruction, meeting the highest sustainability standards based on educational, economic, environmental and social criteria. The topics related to climate change and the green transition are represented in the University's Bachelor's, Master's and Doctoral programmes.



Our greatest pride is the assessment that students place on quality of the educational process at the University – Excellent 5.63. This year marks a growth of the percentage of student satisfaction with the quality of teaching. The results are from the regular student opinion survey at the end of academic year 2023/2024. The analysis is based on nearly 3,000 student surveys in various disciplines taught at the University.



PROFESSIONAL REALISATION OF THE STUDENTS

To increase the real-life preparation of students and the implementation of the connection "science – education – business", Varna Free University actively supports students, instructors and employer-partners. Partnerships with business organisations give the university the opportunity to ensure up-to-date educational programmes which correspond to the labor market and prepare students for a successful career after graduation. Each of the Faculties has a Board of trustees that includes representatives of employers' associations, where leading experts in the respective field partner with the nationally recognized employers' associations.

The participation of students in internships, workshops and trainings in national and international companies and institutions plays a key role in their professional orientation and future realisation. Over 2,400 students of the Varna Free University participated and concluded contracts

with employers in the first two phases of the "Student internships" project of the Ministry of Education and Science. According to data from a survey conducted in end of 2023, 17.3% of the students participating in the project "Student internships – phase 2" received a work proposal from the training organisation after completing the internship; 99.8% of surveyed students expressed satisfaction with their internship; 94.7% acquired new practical knowledge and skills, and quickly adapted to the work environment. Finally, over 70% of the respondents believe that the knowledge they receive at the University in their field of study are useful for undertaking internships in real work environment.



CONTENTS

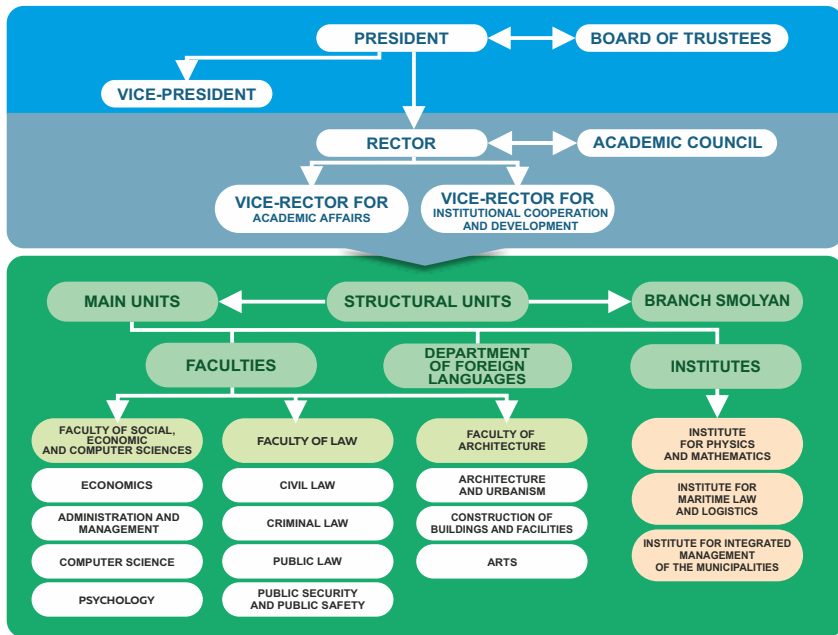
ORGANISATION STRUCTURE	11
GOVERNING BODIES.....	12
FACULTY OF ARCHITECTURE.....	13
FACULTY OF SOCIAL, ECONOMIC AND COMPUTER SCIENCES	14
FACULTY OF LAW.....	15
DEPARTMENT OF FOREIGN LANGUAGE EDUCATION AND POSTGRADUATE QUALIFICATION...16	
BRANCH – SMOLYAN.....	17
DEAN OF STUDENT LIFE AND EVENT MANAGEMENT	18
STUDENT COUNCIL.....	19
ACADEMIC ADVISORS	21
CENTRE FOR DISTANCE LEARNING	21
IT APPLICATIONS FOR STUDENTS	22
GOOGLE ACCOUNTS.....	22
EUROPEAN CREDIT ACCUMULATION AND TRANSFER SYSTEM (ECTS)	24
FRONT OFFICE.....	25
CLASS SCHEDULE.....	25
CURRICULUM AND EXAMINATION PROCEDURES	28
STUDENT STATUS AND ADMINISTRATIVE PROCEDURES.....	29

CONTENTS

ADMINISTRATIVE SERVICE.....	31
MOBILITY UNDER THE "ERASMUS+" PROGRAMME	33
INTERNATIONAL STUDENT IDENTIFICATION CARD (ISIC)	35
EUROPEAN YOUTH CARD (EYC)	36
CAREER CENTRE	37
LIFELONG LEARNING AND SEEKING.....	38
UNIVERSITY LIBRARY.....	39
IMPORTANT CONTACTS IN VFU "CHERNORIZETS HRABAR"	41
IMPORTANT PHONE NUMBERS	41
HELPFUL INTERNET LINKS.....	48
LOCATION OF EDUCATIONAL BUILDING COMPLEXES AND BUILDINGS ON THE TERRITORY OF VSU "CHERNORIZETS HRABAR ".....	49

Varna Free University

ORGANISATIONAL STRUCTURE



President
 Assoc. Prof. Krasimir Nedyalkov, PhD
 Email: nedyalikov@vfu.bg



Vice-president
 Yani Yanev
 Email: yanev@vfu.bg



Chair of the Board of Trustees
 of FVU "Chernorizets Hrabar"
 Prof. Anna Nedyalkova, D.Sc (Econ.)
 Email: vfu_president@vfu.bg



Rector
 Prof. Petar Hristov, PhD
 Email: rector_vfu@vfu.bg



Vice-rector for academic affairs
 Prof. Dimitar Kanev, D.Sc (Econ.)
 Email: dimitar.kanev@vfu.bg



Vice-rector for institutional cooperation and development
 Assoc. Prof. Eleonora Tankova
 Email: eleonora.tankova@vfu.bg



COLLECTIVE GOVERNING BODIES OF VFU "CHERNORIZETS HRABAR"

BOARD OF TRUSTEES

The Board of Trustees is a university governing body that includes representatives from the fields of science and education, public and business organisations with contribution to the creation and development of Varna Free University.

ACADEMIC COUNCIL

The Academic Council is the governing body of Varna Free University's educational and research activities and policies.

FACULTIES AND BRANCH

The educational process at VFU "Chernorizets Hrabar" takes place in:

Faculty of Architecture

Faculty of Social, Economics and Computer Science

Faculty of Law

Department of Foreign Language Education and Postgraduate Qualification

Branch – Smolyan

FACULTY OF ARCHITECTURE

The Faculty of Architecture offers educational programmes in three professional areas:

- Architecture, construction and geodesy
- Fine arts
- Music and dance

The specialties related to architecture, construction, fire safety, design and the arts combine creativity with high responsibility. The instruction achieves a natural symbiosis between theoretical knowledge and practical skills, research and creative activity. The modern teaching and laboratory facilities, combined with the high professionalism of the academic staff guarantee the high quality of education.

The Academic Dance Theater of VFU "Chernorizets Hrabar" – creative workshop of the students and instructors from the Choreography specialty – has contributed to the preservation and popularization of Bulgarian folk traditions

The many individual and collective honors in the fields of architecture, construction, arts, fashion and design prove the value of the Faculty's educational, research, creative, cultural and project activity.



Dean

Assoc. Prof. Eng. Rositsa
Petkova-Slipets, PhD

Email: rositsa.petkova@vfubg

DEPARTMENTS	DEGREE PROGRAMMES
Architecture and Urbanism	Architecture Interior Design
Construction of Buildings and Facilities	Construction of Buildings and Facilities Water Supply and Sewerage Fire and Emergency Safety Construction Engineering
Arts	Graphic Design Fashion Design Choreography – Bulgarian folk dances Choreography – Contemporary dance theater

FACULTY OF SOCIAL, BUSINESS AND COMPUTER SCIENCES

The Faculty of Social, Business and Computer Sciences hands down to its students the best traditions and practices in the creation of an academic environment stimulating entrepreneurial culture and initiative among students, as well as the formation of new interdisciplinary specialties and programmes. The faculty implements joint educational projects with universities from all over the world, numerous initiatives with the business sector, the public sector, and non-governmental organisations while applying innovative educational technologies.

DEPARTMENTS	DEGREE PROGRAMMES
Economics	International Economic Relations Finance and Accounting Economics International Business in English
Administration and Management	Business Administration and Management Public Administration and Management
Computer Science	Informatics and Computer Science
Psychology	Psychology



Dean

Prof. Anton Grozdanov, PhD
Email: anton.grozdanov@vfu.bg

FACULTY OF LAW

The faculty prepares lawyers, criminologists, experts in national security, countering crime and protection of public order, capable to apply in their professional activity the latest achievements of science and technology for the benefit of society and the state.

The continuous improvement of the quality of the educational process and research is among the priorities of the Faculty of Law. Along with in-depth theoretical knowledge, students also receive the necessary practical training, which enables quick and successful professional realisation. The faculty creates conditions for various joint research and scientific-practical initiatives and joint activities with partners, including other law faculties in the country, Bulgarian and foreign universities, judicial authorities, etc.



Dean

Prof. Yonko Kunchev, J.D.

Email: yonko.kunchev@vfubg

DEPARTMENTS	DEGREE PROGRAMMES
Civil Law	Law
Public Law	
Criminal Law	
Public Security and Public Safety	National Security Protection
	Crime Prevention and Public Order Protection

FORENSICS CLUB

The Forensics club wForensics clubas created on the initiative of students from Varna Free University "Chernorizets Hrabar". The club runs an Investigation Assistants Corps. The club provides the regional police departments with lists of student volunteers who are willing to participate in certain police investigation procedures – inspection, search, seizure, recognition and investigative experiments.

The members of the Forensics Club are well-prepared, young and responsible people who have knowledge of forensics and keen interest in pretrial investigations.

www.kriminalist.bg

DEPARTMENT OF FOREIGN LANGUAGE EDUCATION AND POST-GRADUATE QUALIFICATION

The Department of Foreign Language Education and Postgraduate Qualification delivers instruction in foreign languages (English and Russian) in accordance with the Common European Language Framework. The Department organises Bulgarian language courses for international students and provides additional courses of Japanese, Chinese and Portuguese language and culture.

The Department offers specialized language courses for professional fields: law, business, architecture, civil engineering, computer science, tourism, diplomacy and diplomatic correspondence, business correspondence, advanced literacy, academic communication.

The Department provides the opportunity to acquire a university certificate for the level of knowledge of foreign languages. The foreign language courses included in the curricula guarantee excellent preparation for the exam for its acquisition. Students can certify their knowledge and skills in a foreign language at the beginning of their studies at the University, which gives a number of advantages:

- The certificate attests the language proficiency that is a condition for applying for mobility under the Erasmus+ programme or other international student exchange programmes or internships abroad.
- The certificate offers proof to every employer in Bulgaria and abroad for the holder's knowledge and skills in a foreign language.

The Department hosts a Language Centre with a rich library collection of over 1000 titles. The resources are accessible through the University Library's electronic catalogue. The centre offers excellent conditions for holding scientific-practical conferences, methodological seminars, discussions, educational lectures and courses.



Director

Boryana Kostova-Stamboliyska, PhD

Email: boryana.kostova@vfu.bg

BRANCH - SMOLYAN

The branch in Smolyan was built in the spirit of the cultural, spiritual and socio-economic development of the Rhodopes. The high quality university education, flexible forms of learning, scientific and applied project studies are adapted to the socio-economic features of the region.

The development of innovative educational products is becoming a specialty factor in increasing the competitiveness of educational institutions.



Director

Assoc. Prof. Anelia Parzhanova, PhD

Email: neli.parzhanova@vfu.bg

Branch – Smolyan of Varna Free University maintains successful partnerships with businesses and public institutions in the Rhodope region and is one of the factors for sustainable and intelligent regional growth.



In the academic year 2024-2025, the branch in Smolyan celebrates 25 years of its establishment.

STUDENT LIFE DEAN OF STUDENT LIFE AND EVENT MANAGEMENT

Students are the most important part of the academic family of Varna Free University. They have their ambassador in the academic leadership of the University – Dean of Student life and Event management.

The goal of the team is to sustain favorable conditions for the development of an active student community. The vibrant student life manifests itself in interest clubs, international forums, master classes by prominent Bulgarian and foreign scientists, concerts, career days, culture days and other events. The Student Council, its clubs and students receive support for organising and conducting various student events such as conferences, festivals, concerts, sports tournaments, creative workshops and exhibitions.



Students are provided with information and resources for career orientation and planning, for events related to practical experience, for opportunities for internships and academic mobility under the "Erasmus+" programme.

The dean supports students in solving various issues and assists with the adaptation of Bulgarian and foreign students to university life.

Student Affairs Secretary

Asst. Prof. Beatris Yordanova

Email: beatris.yordanova@vfu.bg



Dean

Prof. Galina Shamonina, PhD

Email: shamonina@vfu.bg



STUDENT COUNCIL

The Student Council is a body for the protection of the common interests of the students and a structural unit, registered under the Higher Education Act, which represents the student community of Varna Free University "Chernorizets Hrabar" and protects its interests, ensures the participation of students in cultural, sports, creative, club and international activities, as well as in various projects in cooperation with other organisations.

The Student Council of Varna Free University celebrated 28 years since its establishment.

The following operate under the Student Council:

Eclectica club

The club aims to bring together creative students with an interest in art and design, who wish to develop and find like-minded people outside the curriculum and planned lectures and seminars.

Music club

The club aims to bring together students with an interest in music to share their talents and create music together. The club organises regular rehearsals, concerts and musical events that enrich university culture and provide opportunities for performance of young musicians.

Student sports teams

The representative teams of Varna Free University, as well as individual athletes, actively participate in national and university sports competitions in football, basketball, kickboxing, swimming, firefighting competitions, etc.

More than 100 students participate in the representative teams of VFU "Chernorizets Hrabar", and over the years there have been many national and club competitors among them.

For information and registration: Anelia Sinabova, aneliya.sinabova@vfu.bg



STUDENT COORDINATORS

If you are a responsible and proactive person, like public activity and are looking for a field of self-expression, we are looking forward to application as a student coordinator. As a class leader, you will represent your class and be the link between faculty and your fellow students. You will have the opportunity to contact the Student Council directly, to participate in various events at the local and national level, to meet other young and enterprising representatives of the public and acquire knowledge and skills that will be useful for your future realisation.



STUDENT COUNCIL

Chair

Velizar Chandar

Email: sc@vfu.bg

Email: 233011001@vfu.bg

ACADEMIC ADVISORS

The personal attitude towards the students is of primary importance at Varna Free University. The academic advisor is an instructor who is responsible for the group of students in the respective year of their studies. His or her task is to maintain an effective and personal relationship with each of the students in the class for the successful progress of their studies. The academic advisor is in constant contact with them, giving them individual consultations, advice and help.



See who your group's academic advisor is here:

CENTRE FOR DISTANCE LEARNING

Distance learning at Varna Free University has nearly 15 years of experience and traditions. Students use high quality educational resources that are accessible from anywhere in the world at any time. A programme for individual consultations with the instructors has been created. The personal attitude is of paramount importance in distance learning.

Students can choose from five distance learning Bachelor's degree programmes. These are Informatics and Computer Science, Business Administration and Management, Public Administration and Management, International Economic Relations, and Finance and Accounting.

There are seven distance learning Master's programmes (after completing higher education) in the field of computer science: Digital Marketing and Web Design and Software Engineering and Management (in Bulgarian), Data Science (in English). Other sought-after Master's programmes include Management and International Marketing, Administrative Infrastructure, Finance and Bank Management and Marketing, and International Finance.

Director: Assoc. Prof. Maria Velikova, PhD
www.do.vfu.bg, [Email: do@vfu.bg](mailto:do@vfu.bg)

INFORMATION APPLICATIONS FOR STUDENTS

The Centre for Digital Technologies at VFU "Chernorizets Hrabar" develops and implements modern technological solutions in the classroom, the research and administrative activities of the University.

By registering at the address <http://student.vfu.bg> (with the username being your student ID number), the students of Varna Free University get access to the information resources they need:

Student status – student status, specialty, curriculum, exams, grades, etc.

Virtual classrooms in Google Workspace – learning resources for the studied disciplines, tests, case studies, notes, etc.

The Centre for Digital Technologies includes the following structural units: Laboratory for Advanced Technologies, Laboratory for Information Service, and Educational Media Centre.

GOOGLE ACCOUNTS

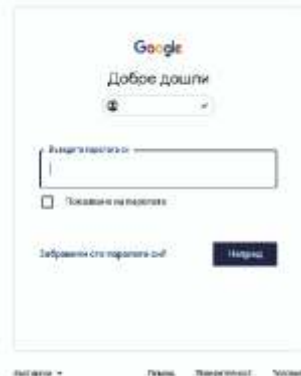
Google registration and accounts are required to participate students in classes and exams, as well as for communication.

Every student at VFU "Chernorizets Hrabar" has an account created in Google: student ID number@vfu.bg.

1. To log in to your account, open your browser and enter the address gmail.com.

2. Enter an email address or phone number in the profile (student ID number@vfu.bg) and press "forward".

3. Enter your password (Bulgarian PIN or Foreigner ID number).



After entering the password, the email that will be used for communication will open.
At the top of your screen you will find these controls:



Pressing the given button will open a list of Google applications.

The applications you will use for your classes are:

Gmail – provides communication through emails

Disk – provides cloud space for data storage

Docs – a programme for working with Google Docs for word processing

Sheets – a programme for working with Google documents for working with tables

Slides – a programme for working with Google documents presentations

Calendar – schedule, event calendar

Meet – synchronous communication (Lectures, seminars, conferences, etc. are held here.)

Classroom – virtual classroom and a place to publish lectures, exercises, tests, exams and more

Centre for Digital Technologies

Director

Kostadin Kosev

Phone: 052 359 537

Email: kkossev@vfu.bg

EUROPEAN CREDIT TRANSFER AND ACCUMULATION SYSTEM (ECTS)

Students' instruction is carried out in accordance with the European Credit Accumulation and Transfer System (ECTS). It ensures the mutual recognition of certain study periods in European universities and supports mobility of students and faculty.

The credits are a numerical expression of the class hours (lectures and seminars) and extracurricular workload (individual projects, exams and other forms of assessment, internships, trainings, etc.) that students take for the course of their studies. Students are awarded credits upon successful completion of all components of the respective class or module after passing an exam or other form of assessment.

The system provides for the accumulation of a minimum of 60 credits in one academic year or a minimum of 30 credits per semester. They are distributed by courses and modules, according to the curriculum of the specialty and educational degree. The Bachelor's degree requires a minimum of 240 credits and the Master's degree after secondary education – a minimum 300 credits.

FRONT OFFICE

The University Front Office is a centre for integral administrative services for students and faculty. It deals with educational marketing and student admissions; planning and control over the educational process; accumulation, storage and analysis of feedback information; student graduation functions.

Director
Veselina Shopova
edu@vfu.bg

Official opening ceremony of the academic year – 30.09.2024
Introductory day for first-year students – 30.09.2024

REGULAR EDUCATION

Winter semester classes

1 st year	30.09.2024 – 20.12.2024
Winter exam session	07.01.2025 – 02.02.2025
Winter remedial session	03.02.2025 – 16.02.2025

Summer semester classes

17.02.2025 – 30.05.2025

Summer exam session	31.05.2025 – 22.06.2025
Summer remedial session	23.06.2025 – 06.07.2025
Annual liquidation session	16.08.2025 – 31.08.2025

CORRESPONDENT EDUCATION

Winter semester classes

1st year	30.09.2024 – 20.10.2024
Smolyan Branch	16.08.2024 – 08.09.2024
Winter exam session	02.11.2024 – 15.12.2024
Winter remedial session	07.01.2025 – 02.02.2025
Smolyan Branch	13.01.2025 - 16.02.2025

Summer semester classes

Faculty of Law	27.01.2025 - 02.03.2025
Faculty of Architecture and Faculty of Social, Business and Computer Sciences	17.02.2025 - 16.03.2025
Smolyan Branch	10.03.2025 – 31.03.2025
Summer exam session	17.03.2025 – 30.05.2025
Summer remedial session	31.05.2025 – 22.06.2025
Annual liquidation session	16.08.2025 – 31.08.2025

DISTANCE LEARNING

Winter semester classes

30.09.2024 – 20.12.2024

Winter exam session	07.01.2025 – 02.02/2025
Winter remedial session	03.02.2025 – 16.02.2025

Summer semester classes

17.02.2025 - 30.05.2025

Summer exam session	31.05.2025 – 22.06.2025
Summer remedial session	23.06.2025 – 06.07.2025

Winter academic vacation	21.12.2024 – 05.01.2025
Summer academic vacation	07.07.2025 – 15.08.2025

Annual Liquidation Session	08/16/2025 - 08/31/2025
Study practices and internships	according to a separate schedule

**SCHOOL HOLIDAYS
for the academic year 2024/2025**

September 6	Unification Day
September 22	Independence Day
November 1	National Revival Leaders Day
December 8, 9	Students' day
December 24, 25 and 26	Christmas
January 1	New Year
March 3	National holiday of Bulgaria
April 18, 19, 20 and 21	Easter
May 1	International Labor Day
May 6	Bulgarian Armed Forces Day
May 24 and 25	Day of Slavonic Alphabet, Bulgarian education and culture

CLASS SCHEDULE AND EXAM DATES

The class schedule and exam dates are announced on the University website:



CURRICULUM

The curriculum of each specialty contains compulsory, elective and optional subjects.

The curricula for the academic programmes are published on the University's website:

<https://ects.vfu.bg/>

The forms of assessment of the knowledge and skills acquired by the students are: exams, ongoing assessments, defense of course projects and other forms of assessment. Grading is based on a six-point system (with words and integers), along with letter designations according to the European system for the accumulation and transfer of credits, as follows: Excellent (6) – A; Very good (5) - B; Good (4) – C; Average (3) – D, E; Poor (2) – F, FX (no credits awarded).



EXAMINATION PROCEDURES

Exam sessions are: regular, remedial and liquidation.

Students who have not paid their semester fees by the due date will not be admitted to the examination session. Students who have not sat the regular or the remedial exam session, or received grade Poor – F/ FX, have to attend the liquidation session with an individual exam protocol, which is issued after paying an administrative fee and filling out an electronic form no later than seven days before the exam date.

Students who, after a liquidation session, have three failed exams, may enroll in an upper academic year conditionally by passing the exams by the end of the winter semester of the respective academic year. The conditional enrollment is granted by the dean of the faculty upon his/ her discretion. Conditional postponement of failed exams in the last year of study is not allowed.

STUDENT STATUS AND ADMINISTRATIVE PROCEDURES

Information on issues related to student status, rights and obligations of students can be found in **Ordinance # 1** for the Academic activities at VFU “Chernorizets Hrabar”.



INTERRUPTION

Student leave for a period of one academic year is permitted by the dean of the faculty:

- at the student's request – based on an application submitted to the Front office or electronically before the start of the academic year and upon payment of an administrative fee.
- administrative suspension of studies – in case of not passing more than three exams after a liquidation session or unpaid semester fee.

During the suspension period, students may sit the missed exams only with an individual protocol issued after paying an administrative fee and completing an electronic form no later than seven days before the exam date.

RE-ENROLLMENT

After the expiration of the suspension period, the student submits an application for restoration of his rights and enrolls in the next semester, provided he has passed all failed exams. The student can to restore his student rights up to three months after expiration of the suspension period. After this period, the student is considered to have quit his/ her studies and the restoration of student rights requires re-application and adjustment to the relevant curriculum of the new graduating class. Applications for restoration of student rights are submitted to the Front office or electronically before the start of the respective semester.

PERMANENT SESSION

The permanent session enables the student to sit for examinations on dates other than those scheduled his/her academic year and form of education with free individual exam protocols until the end of the school year. Permanent session is allowed to students with severe illnesses, people with disabilities, mothers with children up to 6 years old and for other valid reasons.

The student submits an application in the Front office or electronically, accompanied by documents justifying the need for permanent session. A permanent session is permitted provided that the semester fee for the current semester has been paid.

FAST-TRACKED EDUCATION

Students can shorten the duration of their studies by one year, provided they have successfully completed their first year with a grade point average no lower than Very good (5). Students taking up fast-tracked study pay semester fees for the full course of studies.

TRANSFER

The transfer of students from one specialty to another, from one form of study to another or to another higher education institution is allowed after successful completion of the first year and the payment of the required administrative fee or penalty. Applications are submitted to the Front office or electronically until the beginning of the school year. In case of transfer to another higher education institution, a penalty amount is paid at 100% of the semester fee.

GRADUATION

Training in each specialty to obtain the relevant educational qualification degree ends with a state exam or a thesis defense according to the current legislation and approved curricula for the specialty. Students are admitted to the state exam or thesis defense provided that they have successfully passed all semester exams and completed the other requirement of the academic programme.

ADMINISTRATIVE SERVICE

Certificates of student status are issued by Students Services in the Front Office. For first-year students, the issuance of certificates is free of charge. After completing the first year, students pay an administrative fee.

APPLICATIONS AND REQUESTS

Applications and requests are submitted to Students Services or electronically through the student's electronic file in the Student status module on the website of VFU "Chernorizets Hrabar". Students can apply for/request:

- Deferred payment
- Semester fee reduction
- Interruption of studies
- Re-enrollment
- Transfer from one form of learning (regular/correspondent) to another or from one specialty to another
- Transfer to another higher education institution
- Permanent session or for postponement of examination/examination session for valid reasons
- Issuance of an academic transcript
- Other applications/requests

FRONT OFFICE, Student Services

Email: student@vfu.bg

Phone: 052/359 625

Working hours

9.30 – 12.00

13.00 – 15.00

INDIVIDUAL EXAMINATION PROTOCOLS

These are issued for a liquidation session, equivalency exams or for other reasons, according to the Ordinance on Educational Activity of VFU "Chernorizets Hrabar", upon payment of an administrative fee and filling in an electronic form no later than seven days before the exam date.

You can submit an application through the University website [Students](#) [Transcript](#)



HEALTH INSURANCE

Students in the regular form of education who are under the age of 26 and are not subject to health insurance on different legal grounds according to the Health Insurance Act, fill out a health insurance declaration with the enrollment documents.

If the declared circumstances change, students are required to fill out a new declaration, which they submit to office # 111 – Finance and Accounting Department.

SEMESTER FEES

The payment of the semester fees is made before the start of classes. In case of non-observance of the specified period, the student owes compensation for delay in the amount of the legal interest for each day overdue. A student who has not paid the semester fee is not admitted to the exam session and is subject to administrative suspension. If the fee for a distance learning programme is not paid within the specified deadline, the student's access to the distance learning platform is interrupted.

Fees are paid at a POS terminal in the University's Cashier's Office (room 110) or by bank transfer to the following bank accounts of VFU "Chernorizets Hrabar" in Central Cooperative Bank JSC:

BIC: CECBBGSF

IBAN: BG20CECB979010A3494100 – in BGN;

IBAN: BG34CECB979014A3494100 – in euros (for foreign students)

For students from Branch – Smolyan: IBAN: BG90CECB979010A3494101 – in BGN

DEFERRED PAYMENT

Students can pay their semester fees by installments after submitting an application in Students Services of the Front Office or online.

ERASMUS+ MOBILITY

The Higher Education Mobility Action for students and faculty is part of the Erasmus+ EU programme in the field of education, training, youth and sports. The new Erasmus Charter for Higher Education for the period 2021-2027 gives an opportunity for students and faculty to engage in academic and cultural exchange around the world.

Student mobility for the purpose of education is aimed at students and PhD students who want to study in their specialty for one or two semesters at a higher education institution abroad.

Student mobility for practice is aimed at undergraduates and PhD students as well as recent graduates and provides the opportunity for internships in companies or enterprises abroad.



Varna Free University "Chernorizets Hrabar" successfully organises and conducts incoming and outgoing mobility for education or internship of students from 2 to 12 months under the "Erasmus+" programme. Any eligible student can complete part of his studies at a partner European university or to carry out an internship at a partner European company or institution in the relevant professional field with the financial support of the Erasmus+ programme.

The European Credit Accumulation and Transfer System (ECTS) guarantees full academic recognition of the results and credits obtained during mobility.

A detailed description of mobilities, rules and procedures for participation in the Erasmus+ programme is available at erasmus.vfu.bg.



Additional information:

Department of International Activities and Projects

Email: erasmus@vfu.bg

Phone: 052 359 523



INTERNATIONAL STUDENT IDENTITY CARD (ISIC)

The International Student Identity Card (ISIC) is a document certifying the status of a student. It provides preferential conditions and prices for full-time students from all over the world. ISIC is issued and distributed under the auspices of UNESCO.

Cardholders use:

Discounts in Bulgaria – over 1500 preferences in Bulgaria in various areas: entertainment, shopping, sports, beauty and health, computers and communications, services, etc.

Discounts abroad – discounts in about 40,000 sites around the world: museums, cultural and historical sights, galleries, cinemas, theaters, restaurants, etc.

Travel preferences – special prices for plane and bus tickets, discounts on accommodation in hostels and hotels, preferential prices for travel insurance.

In Bulgaria, the card is issued and distributed by Student and Youth Identification Cards (SMIK Ltd.). At VFU "Chernorizets Hrabar", the ISIC card also serves as a pass to the University campus. It is valid for 4 years for access to the University and 1 year for services. If desired, the student can renew it and continue to use all discounts.

Providing the personal identification card to other persons is prohibited. In the event of a violation, Art. 24 of The Ordinance on Internal Labor Order and Security is applied and the card is confiscated. In case of loss or theft, the cardholder must immediately notify the University security and apply for a new card.

For additional information:

Svetlana Georgieva

Student Admissions Centre:

Email: priem@vfu.bg, Phone: 052 355 106, <https://isic.bg/>



EUROPEAN YOUTH CARD (EYC)

The European Youth Card (EYC) is a document certifying student status. It provides preferential conditions and prices for part-time students who are under 30 years old. EYC is published and distributed under the auspices of UNESCO.

Cardholders use:

- Discounts in Bulgaria – over 1,500 preferences in Bulgaria in various areas: entertainment, shopping, sports, beauty and health, computers and communications, services, etc.
- Discounts abroad – discounts in about 40,000 sites around the world: museums, cultural and historical sights, galleries, cinemas, theaters, restaurants, etc.
- Travel preferences – special prices for plane and bus tickets, discounts on accommodation in hostels and hotels, preferential prices for travel insurance.

In Bulgaria, the card is issued and distributed by Student and Youth Identification Cards (SMIK Ltd.). At VFU "Chernorizets Hrabar", the EYC card also serves as a university campus pass. It is valid for 4 years for access to the University and 1 year for services. If desired, the student can renew it and continue to use all discounts.

Providing the personal identification card to other persons is prohibited. In the event of a violation, Art. 24 of The Ordinance on Internal Labor Order and Security is applied and the card is confiscated. In case of loss or theft, the cardholder must immediately notify the University security and apply for a new card.

For additional information:

Svetlana Georgieva

Student Admissions Centre:

Email: <https://priem.vfu.bg/>, Phone: 052 355 106, www.youthcard.bg



CAREER CENTRE

The career centre provides information, mediation and consulting services. Students and employers get free access to all services offered:

- professional and career guidance
- consulting when looking for an internship or job and about choosing qualification courses, master's programmes, etc.
- making contacts with employers and providing information about vacant internship and work positions, as well as about projects, competitions and scholarships in the country and abroad
- preparation of documents for applying for an internship or job – CV, cover letter, etc., as well as preparation for an interview with an employer;
- organisation of info sessions days of leading companies at the University
- annual participation of students in the National Career Days in Varna and in Career Days at VFU "Chernorizets Hrabar", as well as in other events related to the career guidance and development of students

On the website of the Career Centre karieri.vfu.bg, employers' advertisements for internships or employment are published.

Head

Viviana Panayotova,

Email: karieri@vfu.bg

LIFELONG LEARNING AND SEEKING

Master's programmes

After completing higher education in the chosen specialty, any student with a higher diploma education with grade point average no lower than Good (4), can continue and upgrade his studies in the Master's programmes of Varna Free University.

VFU "Chernorizets Hrabar" offers over 40 Master's programmes in seven professional fields. The programmes are in regular, correspondent and remote form.

The full portfolio of Master's programmes can be found here:



Postgraduate qualification

The University offers courses for acquiring additional professional qualification "Teacher of ...": informatics and information technologies; economics; fine arts; vocational training. The certificate for additional professional qualification "Teacher of ..." applies to persons with higher education diploma according to the Ordinance on the State Requirements for Acquiring Teacher's Professional Qualification.

In addition, courses for professional and personal development are held.

The specialties in the professional areas Administration and Management, Economics, Informatics and Computer Science" and "Psychology" allow students to choose between broad-ranging training with the acquisition of a second specialty or the concentration on specialized training, without an increase in the programme duration and tuition fees.



Doctoral programmes

The Doctoral programmes of the Varna Free University are a tool for realising one of the main strategic priorities of the academic leadership. The acquisition of skills for using modern methods and techniques of scientific research is among the advantages of studying in a doctoral programme.

The Centre for Doctoral Training at VFU "Chernorizets Hrabar" can boast of dozens of young researchers from Israel, Poland, Kazakhstan, Lebanon, Ukraine, Turkey, the Russian Federation studying in over 20 doctoral programmes.



UNIVERSITY LIBRARY

The University Library provides library and information services to students and faculty in their educational and research work. In addition to the rich library fund of over 118,000 items – specialized literature, periodicals and electronic media – the library offers free access to international full-text databases and the APIS legal information system.

Through the University website, every student can use the Library's online catalog and make a request for literature items or check on the status of his/her the borrowed books.



The library specialists advise students, thesis writers and doctoral students on the use of traditional and electronic resources for searching literature, on how to make bibliographic references, check for citations and prepare bibliographies.

Director: Daniela Cherneva

Email: lib@vfu.bg

Working hours:

Monday to Friday:

from 8.00 a.m. to 4.30 p.m.

days off: Saturday and Sunday

STUDENT CANTEEN

The canteen at VFU “Chernorizets Hrabar” offers fresh and warm food. It is prepared in a completely renovated kitchen to the highest standards for hygiene and quality. The lunch menu includes fresh salad, hot or cold soup, main course and dessert.

Working hours: Monday - Friday from 11:00 a.m. to 3:00 p.m.

STUDENT DORMITORY

The dormitory of Varna Free University has rooms with two or three beds. Each room has a private bathroom. The price includes electricity, water and heating.

Students are also accommodated in the International House of Journalists – 500 m from the University.

The reception is open 24/7. Phone: 052 359 550; 052 355 453

LAUNDRY

The students and faculty who are accommodated in the dormitory can use washing machines. Suitable for personal underwear, pants, t-shirts, sweaters, shirts, bed linen; not suited for bulky textiles (jackets, sneakers).

Every Wednesday, 3:00 p.m., room A 101 – collection.

Every Thursday, 3:00 p.m., room A 101 – return and payment.

FITNESS

The University has a gym, which is located in the Educational and Sports Complex. Changing rooms are available.



IMPORTANT CONTACTS AT VFU "CHERNORIZETS HRABAR"

FACULTY OF ARCHITECTURE

Dean Assoc. Prof. Eng.	Rositsa Petkova-Slipets, PhD	052 359 596	rositsa.petkova@vfu.bg
Deputy Dean Assoc. Prof.	Plamen Petrov, D.Arch.	052 359 587	plamen.petrov@vfu.bg
Administrative Secretary	Desislava Deribeeva	052 359 591	as@vfu.bg

Department of Architecture and Urbanism

Head	Prof. Atanas Kovachev, D.Arch. (Corresponding Member of BAS)	052 359 587	atanas.kovachev@vfu.bg
Secretary	Ahavni Trendafilova	052 359 579	arch@vfu.bg

Department of Construction of Buildings and Facilities

Head	Assoc. Prof. Eng. Daria Mihaleva, PhD	052 359 621	dariya.mihaleva@vfu.bg
Secretary	Radostina Stefanova	052 359 589	sss@vfu.bg

Department of Arts

Head Assoc.	Prof. Eng. Kapka Manasieva, PhD	052 359 642	kapka.manasieva@vfu.bg
Secretary	Desislava Radeva	052 359 642	mti@vfu.bg

FACULTY OF SOCIAL, BUSINESS AND COMPUTER SCIENCES

Dean	Prof. Anton Grozdanov, JD	052 359 526	anton.grozdanov@vfu.bg
Deputy Dean	Assoc. Prof. Iva Moneva, PhD	052 359 567	Iva.moneva@vfu.bg
Administrative Secretary	Eng. Pavleta Krasteva	052 359 564	pavleta.krasteva@vfu.bg
Department of Administration and Management			
Head	Asst. Prof. Miglena Pencheva, PhD	052 359 566	miglena.pencheva@vfu.bg
Secretary	Radostina Dimitrova	052 359 568	radostina.dimitrova@vfu.bg
Department of Computer Science			
Head	Antonina Ivanova, PhD	52 359 574	antonina.ivanova@vfu.bg
Secretary	Galina Peneva	052 359 572	galina.peneva@vfu.bg
Department of Economics			
Head	Prof. Emil Panushev, PhD	052 359 632	emil.panusheff@vfu.bg
Secretary	Sevdalina Spasova	052 359 577	sevdalina.spasova@vfu.bg
Department of Psychology			
Head	Prof. Krasimir Ivanov, MD, PhD	052 359 540	krasimir.ivanov@vfu.bg
Secretary	Svetozara Marinova	052 359 569	svetozara.marinova@vfu.bg

FACULTY OF LAW

Dean	Prof. Yonko Kunchev, JD	052 359 557	yonko.kunchev@vfu.bg
Deputy Dean	Prof. Olga Borisova, JD	052 359 556	olga.borisova@vfu.bg
Deputy Dean	Assoc. Prof. Elisaveta Kalinova, JD	052 359 556	elisaveta@vfu.bg
Administrative Secretary	Milena Ivanova	052 359 555	milena.ivanova@vfu.bg

Department of Civil Law

Head	Assoc. Prof. Maria P. Petrova, JD	052 359 605	mariya.p.petrova@vfu.bg
------	-----------------------------------	-------------	-------------------------

Department of Criminal Law

Head	Prof. Galina Kovacheva, JD	052 359 605	galya.kovacheva@vfu.bg
------	----------------------------	-------------	------------------------

Department of Public Law

Head	Assis. Prof. Lyubomir Antonov, JD	052 359 605	
Secretary	Virginia Halvadjyan	052 359 562	virjiniya.halvadjyan@vfu.bg

Department of Public Security and Public Safety

Head	Assoc. Prof. Stefko Burdzhiev, PhD	052 359 563	stefko.burdzhiev@vfu.bg
Secretary		052 359 561	siguretsto@vfu.bg

DEPARTMENT OF FOREIGN LANGUAGES AND POSTGRADUATE QUALIFICATION

Director	Boryana Kostova-Stamboliyska, PhD	052 359 594	boryana.kostova@vfu.bg
Secretary	Svetla Yordanova	052 359 593	fltdept@vfu.bg

BRANCH - SMOLYAN

Director	Assoc. Prof. Anelia Parzhanova, PhD	0301 67762	filial.sm@vfu.bg
Scientific Secretary	Prof. Venelin Kafedzhiev, PhD	0301 67763	filial.sm@vfu.bg
Administrative Secretary	Antoineta Staneva	0301 67761	filial.sm@vfu.bg

DEAN OF STUDENT LIFE AND EVENT MANAGEMENT

Prof.	Galina Shamonina, PhD	052 359 503	shamonina@vfu.bg
Student Affairs Secretary	Assist. Prof. Beatris Yordanova	052 359 614	beatris.yordanova@vfu.bg

STUDENT COUNCIL

Chair	Velizar Chander	052 359 622, 052359609, 087 6784410	233011001@vfu.bg, sc@vfu.bg
-------	-----------------	-------------------------------------	-----------------------------

SECRETARY GENERAL

	Nikolinka Daskalova		nikolinka.daskalova@vfu.bg
--	---------------------	--	----------------------------

FRONT OFFICE

Director	Veselina Shopova	052 359 611	edu@vfu.bg
	Students Services		
	Bachelor's and Master's programmes after secondary education		
	Pavlina Zheleva	052 359 625	student@vfu.bg
	Master's programmes after higher education		
	Nevena Atanasova	052 359 525	nevena.atanasova@vfu.bg
	Planning, Control and Reporting Division		
	Miglena Pavlova	052 359 624	prepodavateli@vfu.bg
	Rumyana Lambova	052 359 613, 052 359 520	planerane@vfu.bg
	Graduation and Certification Division		
	Desislava Kirova	052 359 639	diplomirane@vfu.bg

CENTRE FOR DIGITAL TECHNOLOGIES

Director	Konstantin Kosev	052 359 537	kkossev@vfu.bg
----------	------------------	-------------	----------------

CENTRE FOR DISTANCE LEARNING

Head	Assoc. Dr. Maria Velikova		
Inspector	Tihomir Kolev	052 359 631	do@vfu.bg
Technical assistant	Eng. Rositsa Peeva	052 359 583	

CAREER CENTRE

Head	Viviana Panayotova	052 359 515	karieri@vfu.bg
------	--------------------	-------------	----------------

VOCATIONAL TRAINING CENTRE

Director	Viviana Panayotova	052 359 515	cpo@vfu.bg
----------	--------------------	-------------	------------

CENTRE FOR THE TRAINING OF DOCTORAL STUDENTS

Director	Prof. Pavel Pavlov, PhD	052 359 616	pavlov_p@vfu.bg
----------	-------------------------	-------------	-----------------

UNIVERSITY LIBRARY

Director	Daniela Cherneva	052 359 606, 052 359 527	lib@vfu.bg
----------	------------------	--------------------------	------------

PUBLIC RELATIONS EXPERT

	Miloslava Georgieva	052 359 643	m.georgieva@vfu.bg
--	---------------------	-------------	--------------------

PUBLISHING CENTRE

Director	Nikolay Ivanov	052 359 518	verlag@vfu.bg
----------	----------------	-------------	---------------

MEDIA CENTRE

Director	Petar Pavlov	052 359 533	media@vfu.bg
----------	--------------	-------------	--------------

INTERNATIONAL ACTIVITIES AND PROJECTS

Projects Unit	Kremena Hubcheva	052 359 523	vfu-projects@vfu.bg
Erasmus Mobility Unit	Miglana Dimitrova	052 359 523	erasmus@vfu.bg
International Activities Unit	Valentin Markov	052 359 523	vfu-projects@vfu.bg

IMPORTANT PHONE NUMBERS

EU emergency number: 112
Roadside assistance: 052 302 617
Police duty officer: 052 615 166; 166
Fifth Police Department, "Golden Sands": 052 353 311
Bus transport companies:
Biomet: 052 740 404
Etap – Address: 052 504 808

Varna Airport – Information: 052 573 323; 573 414
Railway station – Information.: 052 630 444
Festival and Congress Centre, ticket office: 052 685 214
Palace of Culture and Sports, ticket office: 052 647 781
Stoyan Bachvarov Dramatic Theatre, ticket office: 052 669 652
City Art Gallery: 052 612 363
Archaeological Museum: 052 681 011

USEFUL INTERNET LINKS

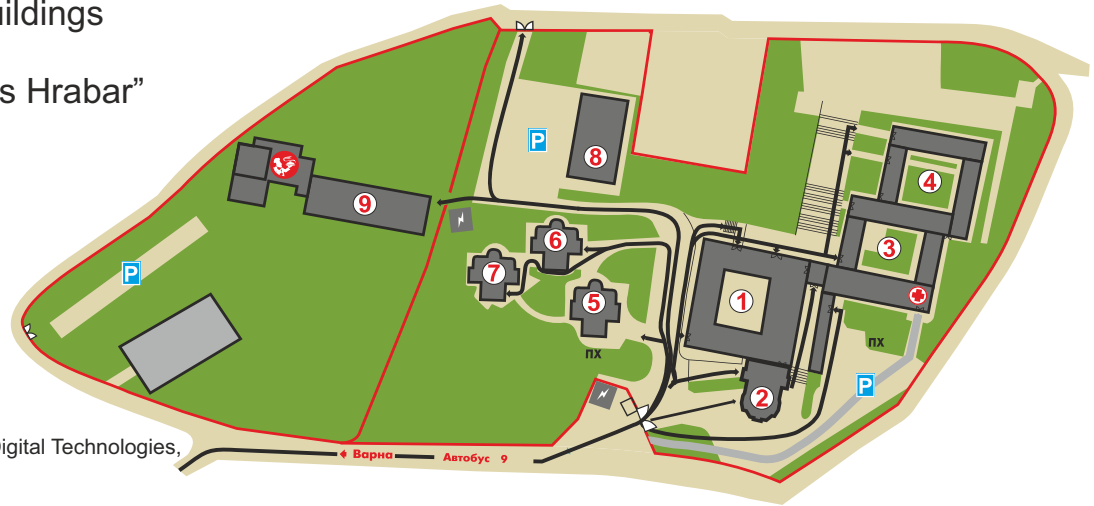
www.minedu.government.bg – Ministry of Education and Science
www.government.bg – Government of the Republic of Bulgaria
www.varna.bg – Municipality of Varna
www.smolyan.bg – Municipality of Smolyan
www.neaa.government.bg – National Evaluation and Accreditation Agency
www.noi.bg – National Social Security Institute

www.vfu.bg



VarnaFreeUniversity

Location of the buildings and halls in VFU “Chernorizets Hrabar”



- ① – Main building
- ② – Aula Maxima, Centre for Digital Technologies, Library, Internet hall
- ③ – Zone A, Erasmus+ Space
- ④ – Zone B, Faculty of Architecture
- ⑤ ⑥ ⑦ – Faculty of Law and Faculty of Social, Business and Computer Sciences
- ⑧ – Educational and Sports Complex
- ⑨ – Chaika Complex

www.vfu.bg



YouTube

VarnaFreeUniversity