



# **GUIDELINES**

**FOR CONDUCTION OF SUMMER INTERNSHIPS**

**FOR VUM STUDENTS**

**UPDATE: January 2016**



## **Introduction**

As part of the training program in the Varna University of Management (VUM), each student is required to go on summer internship after the first and second year of their study. Summer internships are embedded in the VUM curriculum and they are mandatory.

### **The main objectives of the summer internships are:**

- Applying the knowledge acquired at the VUM into practice;
- Gaining a practical skills, incl. so called “soft” skills;
- Improving their English language skills and personal skills.

*Summer Internships preferably take place in an English speaking environment.*

The summer internships after the first and second year of study are mandatory. They must be completed in order to pass to the next semester and graduate.

**STEP BY STEP: WHO DOES WHAT  
BEFORE AND AFTER THE INTERNSHIP PERIOD**

**STEPS BEFORE THE INTERNSHIP PERIOD**

**Step 1 – Documentation needed for registration in VUM Career center (VUM CC)**

The students must provide digital copies of the following on [petya.petrova@vumk.eu](mailto:petya.petrova@vumk.eu) :

1. Recent passport format photo;
2. Correctly filled CV;
3. Signed declaration for reading and understanding the guideline's steps /on paper copy, submitted in the office of VUM CC – room 12. /Appendix 1/

**The Subject of the E-mail must be in the following format:**

Registration of [Name of the Student]-[Program]-[Year of study]-[Student number]

**Step 2 – First meeting with Career center's representative**

The Student makes an appointment for meeting the Head of VUM Career center, in order to discuss his/her interest, skills and plans, on [petya.petrova@vumk.eu](mailto:petya.petrova@vumk.eu)

**Step 3 - Information sessions**

Jobs advertisements will be uploaded on VUM CC website, which is under construction at this time; meanwhile the employers' offers will be presented on [FB page of VUM Career center](#) For details, rules and conditions of the internship students may visit the Career center office in person or send an inquiry via e-mail [petya.petrova@vumk.eu](mailto:petya.petrova@vumk.eu). Consultation times with the VUM CC is every **MONDAY AND TUESDAY from 09:30 - 11:30 and 13:30 - 15:30 (Times are stated in Bulgarian time)** and on e-mail [petya.petrova@vumk.eu](mailto:petya.petrova@vumk.eu) in any time.

**Step 4 – Presenting the Student to the employer**

The Students applications are presented to all employers which they are interested in.

**Step 5 – Interviews with the employer/interviews conducted by the Head of VUM Career center**

The Host employer conducts a phone or Internet interview with the student. It could be done by the Head of the VUM CC as well. It depends under the arrangement between VUM and the employer.

**Step 6 – Selection**

The employer selects the suitable students for its interns. VUM CC informs the Student via e-mail.

### **Step 7 – Work permit/ Visa application process**

Once the internship is confirmed /signed **Student`s Internship Agreement/** the process for the work permit can be started. Whether the internship will be in EU or non EU country, or according to the nationality of the Student there are different type of required documents.

**Usually the Student is asked to send digital copies of different documents such as**

- Recent passport format photo;
- Correctly filled CV;
- International Passport;
- Translated in English Diploma for secondary education;
- Letter of acceptance from VUM;
- Birth certificate ONLY for non-EU residents;
- Temporary residence permit for Bulgaria ONLY for non-EU residents;
- Medical examinations;
- Others if it is needed.

**If you are searching for an internship via VUM CC be ready beforehand with this documents in order not to delay the process!**

The process might take between 6-8 weeks, depending on the internship location. After the work permit has been issued, VUM will contact the host employer to determine your official start date. This might take a few days. As soon as the VUM CC has the start date confirmed, this will be communicated to the student. **Only then you can book your flight.**

### **Step 8 – Insurances**

It is very important that you are properly insured during your internship and that you ensure that you have good medical insurance and liability insurance, **which also provide cover during your internship period, including internship activities abroad.**

VUM CC will provide the students insurance options but is the student`s choice and responsibility whether to take insurance during the industry placement and which company to choose for it.

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## **Step 9 – Booking a flight**

Flights should only be booked when the VUM CC confirm to do so **via e-mail**. As soon as you have booked your flight, **please let the VUM CC know the flight date, flight number and arrival time**. Depending on where you will arrive and the arrangements that have been made with the hotel, specific travel details will be shared with you prior to your departure. The VUM CC may help you if you want with booking of flight via University's Tour agency "E-tours" Ltd.

## **Step 10 – Start of industry placement**

### **STEPS DURING THE INTERNSHIP PERIOD**

Upon arrival, you can immediately go to your accommodation. In general, it is the host employer to support you in finding accommodation. VUM CC could help with accommodation if it is needed. The address details to be shared with you prior to your departure. **It is the students' RESPONSIBILITY to obtain all details regarding pick up from the airport and accommodation-furniture, shared or not, etc.** It might also be that you will be picked up from the train station or airport by your host employer or you might go straight to the address.

### **In special cases or emergencies:**

In case of drop outs, mismatch between student's expectations and the internship provided, please, refer to the Rules for the conducting summer internships. In case of unforeseen matters or complaints, students has to contact the VUM CC. **VUM CC will ONLY communicate with students DIRECTLY. Please, do not get family, relatives, friends or colleagues involved. Only if direct communication, we will be able to handle the certain situation properly.**

### **For emergencies, students may contact the following number:**

VUM Career center

Tel: 00 359 58 655 612

Mobile phone: 00359 882 370 015(emergency only!)

E-mail: [petya.petrova@vumk.eu](mailto:petya.petrova@vumk.eu)

FB page: VUM Career center

### **Internship visits:**

It may occur that VUM representative will visit you during your internship. Most important purpose of this visit is to find out how you are doing. The representative may schedule a meeting with your supervisor, someone from HR/personnel affairs or the GM.

### **Internship evaluations:**

The document "Final evaluation report" which will be filled by the employer will be provided by the VUM CC via E-mail before the student leaves for his/her internship.